



INPATIENT MEDICATIONS

PHARMACIST'S USER MANUAL

Version 5.0
December 1997

(Revised September 2004)

Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the updated manual.

Note: The Change Pages Document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
09/04	25, 31-45, 50, 61, 67-88, 96-100, 123-124, 127-128, 131-132, 167, 171-172, 181-182, 199-208, 210-218	PSJ*5*110	<p>Updated screens appearing on changed pages and pages included for two-sided copying to reflect the correct Patient Name and current dates (where applicable) in compliance with local documentation standards.</p> <p>Updated all example screens displaying the Duration field to show that it has been moved up and to the left of the screen.</p> <p>Updated sections 4.1.4.5. and 4.2.3.5. (View Profile); 4.1.5. and 4.2.4. (Order Actions); 4.1.5.1. and 4.2.4.1. (Discontinue); and 4.1.5.2. and 4.2.4.2. (Edit) to include the new Complex Orders functionality that requires the same action to be taken on all associated child orders.</p> <p>Updated sections 4.1.5.5. and 4.2.4.5. (Renew) to describe an enhancement that extends the Stop Date/Time for an existing order instead of creating a new order during the Renewal process.</p> <p>Added terms related to Complex Orders and Renewed Orders to the Glossary, resulting in topics being moved to other pages within the Glossary.</p> <p>Updated the Index, and entered new terms related to Complex Orders and Renewed Orders, resulting in topics being moved to other pages within the Index.</p>
05/04	1, 102, 203, 209-217	PSJ*5*107	<p>Updated the Introduction Page. Added the Non-VA Meds documented in CPRS to the list of orders that are included in the order check (allergy/adverse drug reactions, drug-drug interactions, duplicate drug, and duplicate class). Updated Glossary and Index.</p>
07/03	Title, i-ii, 1, 2, 15, 25, 34-36, 38-40, 43-45, 50, 54-62, 70-72, 74-79, 82-89, 91-93, 98, 100, 103-105, 123, 124, 127, 131, 132, 167, 171, 182, 198-	PSJ*5*80	<p>Updated the Title Page, Revision History Page, Introduction Page, and the Index. The Index section is included in its entirety due to the automatic generation of this section. Updated the Start and Stop Date/Time descriptions to explain how these fields are calculated and displayed with or without the presence of the Duration entered through CPRS. The screen shots include the new Duration display field. The INPATIENT PROFILE ORDER SORT parameter explanation is expanded. Included pages for double-sided printing.</p>

Date	Revised Pages	Patch Number	Description
	207, 209-217		
04/03	Title, i, ii, 38-39	PSJ*5*95	Updated the Title Page and Revision History Page. The default device for the <i>Pre-Exchange Units Report</i> is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file.
01/03	Title, i-vi, viii, 1-4, 7, 10, 14, 15, 23-25, 33-36, 38-40, 43-54, 59-62, 68-71, 73-78, 81-84, 86-88, 93, 94, 96, 110, 111, 119, 120, 122, 123, 126-128, 131-134, 138-140, 143-145, 147, 149, 162, 163, 167, 178, 181, 192, 205-213	PSJ*5*85	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. A patient's crises, warnings, allergies, and directives are displayed on the patient profile and order view. A hidden action, CWAD, is also added. The ability to flag an order for clarification and to display an order that was flagged in CPRS is available. A new action, Flag, is available to include any comments associated with the flagged order. The Nature of Order or Electronic Signature abbreviations are displayed beside the Provider's Name on the order. When a patient has not been assessed with allergy information, the display, "No Allergy Assessment" will be included in the Patient Information area. The <i>Barcode ID – Return and Destroy (IV)</i> option is available to allow the pharmacist to scan or enter the Bar Code ID to return and/or destroy the IV medication. Included pages for double-sided printing.
05/02	All	PSJ*5*58	Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project.
01/02	Title, i–viii, 1, 2, 19, 20, 21, 22, 121, 122, 148a, 148b, 149-154, 191-199	PSJ*5*65	Updated the Title Page, Revision History Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Pharmacist's User Manual.

Example: New Order Entry (continued)

NON-VERIFIED UNIT DOSE		Feb 14, 2001 10:23:37		Page: 1 of 2	
ALASKA,FRED		Ward: 1 EAST			
PID: 123-45-6789		Room-Bed:		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA					
Instructions:					
(2)Dosage Ordered: 10MEQ					
Duration:					
(3)Start: 02/14/01 16:00					
(4) Med Route: ORAL					
(5) Stop: 02/23/01 24:00					
(6) Schedule Type: CONTINUOUS					
(8) Schedule: BID					
(9) Admin Times: 08-16					
(10) Provider: INPATIENT-MEDS,PROVIDER [w]					
(11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
POTASSIUM CHLORIDE 10 mEq U/D TABLET		1			
+ Enter ?? for more actions					
ED Edit AC ACCEPT					
Select Item(s): Next Screen// AC ACCEPT					
NATURE OF ORDER: WRITTEN// <Enter>					
...transcribing this non-verified order....					

NON-VERIFIED UNIT DOSE		Feb 14, 2001 10:24:52		Page: 1 of 2	
ALASKA,FRED		Ward: 1 EAST			
PID: 123-45-6789		Room-Bed:		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
*(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA					
Instructions:					
*(2)Dosage Ordered: 10MEQ					
Duration:					
(3)Start: 02/14/01 16:00					
*(4) Med Route: ORAL					
(5) Stop: 02/23/01 24:00					
(6) Schedule Type: CONTINUOUS					
*(8) Schedule: BID					
(9) Admin Times: 08-16					
*(10) Provider: INPATIENT-MEDS,PROVIDER [w]					
(11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
POTASSIUM CHLORIDE 10 mEq U/D TABLET		1			
+ Enter ?? for more actions					
DC Discontinue		ED Edit		AL Activity Logs	
HD (Hold)		RN (Renew)			
FL Flag		VF Verify			
Select Item(s): Next Screen// VF Verify					
...a few moments, please.....					
Pre-Exchange DOSES: <Enter>					
ORDER VERIFIED.					
Enter RETURN to continue or '^' to exit:					

4.1.4.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**

Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.

- **Select Allergy**

Allows the user to view a specific allergy.

4.1.4.4. Intervention Menu



This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and existing interventions to be edited, deleted, viewed, or printed. Each kind of intervention will be discussed and an example will follow.

- **Print:** This option is used to obtain a captioned printout of Pharmacy Interventions for a certain date range. It will print out on normal width paper and can be queued to print at a later time.

Example: Print an Intervention

Patient Information	Sep 22, 2000 08:03:07	Page: 1 of 1
IDAHO,PETER	Ward: 1 West	<A>
PID: 123-45-6789	Room-Bed: A-6	Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)		Wt(kg): 85.00 (04/21/99)
Sex: MALE		Admitted: 09/16/99
Dx: TEST PATIENT	Last transferred: *****	

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE

Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't like waiting at the pickup window. He gets very angry.

Enter ?? for more actions

PU Patient Record Update	NO New Order Entry
DA Detailed Allergy/ADR List	IN Intervention Menu
VP View Profile	
Select Action: View Profile//	IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention	DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention	VW View Pharmacy Intervention
PRT Print Pharmacy Intervention	
Select Item(s):	PRT Print Pharmacy Intervention
* Previous selection: INTERVENTION DATE equals 7/2/96	
START WITH INTERVENTION DATE: FIRST// T (SEP 22, 2000)	
GO TO INTERVENTION DATE: LAST// T (SEP 22, 2000)	
DEVICE: <Enter>	NT/Cache virtual TELNET terminal Right Margin: 80//
PHARMACY INTERVENTION LISTING	SEP 22,2000 09:20 PAGE 1

INTERVENTION: ALLERGY

INTERVENTION DATE: SEP 22,2000	PATIENT: IDAHO,PETER
PROVIDER: INPATIENT-MEDS,PROVIDER	PHARMACIST: INPATIENT-MEDS,PHARM
DRUG: WARFARIN 10MG	INSTITUTED BY: PHARMACY
RECOMMENDATION: NO CHANGE	
WAS PROVIDER CONTACTED: NO	RECOMMENDATION ACCEPTED: YES
PROVIDER CONTACTED:	

SUBTOTAL	1
SUBCOUNT	1
TOTAL	1
COUNT	1

4.1.4.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

Example: Profile View

Inpatient Order Entry	Mar 07, 2002@13:03:55	Page: 1 of 1
ALASKA, FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****

- - - - - A C T I V E - - - - -						
1	d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06	03/06	E	
2	CEPHAPIRIN 1 GM	C	03/04	03/09	A	
	in DEXTROSE 5% IN N. SALINE 1000 ML QID					
3	d->ASPIRIN CAP, ORAL	O	03/07	03/07	E	
	Give: 650MG PO NOW					
- - - - - P E N D I N G - - - - -						
4	in DEXTROSE 10% 1000 ML 125 ml/hr	?	*****	*****	P	

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

The orders on the profile are sorted first by status (ACTIVE, NON-VERIFIED, NON-VERIFIED COMPLEX, PENDING, PENDING COMPLEX, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile) then in descending order by START DATE.

If a Unit Dose order has been verified by nursing but has not been verified by pharmacy, it will be listed under the ACTIVE heading with an arrow (->) to the right of it's number. A CPRS Med Order will have a "DONE" priority and will display a "d" to the right of the number on all profiles. These orders will display with active orders under the Active header until the pharmacist verifies them.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers for each order to be included, separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).



Note: The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT field in the INPATIENT USER PARAMETERS file.

Complex Orders will display in groups when the user is in the Profile View. They appear as one numbered list item, as shown in the examples below.

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt(kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING	Last transferred: *****				
- - - - - N O N - V E R I F I E D C O M P L E X - - - - -					
1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt(kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING	Last transferred: *****				
- - - - - P E N D I N G C O M P L E X - - - - -					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QD				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Active Complex Order in Profile View

Inpatient Order Entry		Apr 13, 2004@09:08:51		Page: 2 of 2	
COLORADO, ALBERT		Ward: GEN MED		A	
PID: 123-45-6789		Room-Bed:		Ht (cm): _____ (_____)	
DOB: 02/04/25 (79)				Wt (kg): _____ (_____)	
Sex: MALE				Admitted: 04/12/04	
Dx: SICK				Last transferred: *****	
+					
- - - - - A C T I V E - - - - -					
1	PREDNISONE TAB	C	04/13	04/14	A
	Give: 10 MG PO BID				
2	PREDNISONE TAB	C	04/15	04/16	A
	Give: 5 MG PO BID				
3	PREDNISONE TAB	C	04/17	04/21	A
	Give: 2.5 MG PO QD				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Quit//					

4.1.4.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

Example: Patient Information

Patient Information	Sep 13, 2000 15:04:31	Page: 1 of 1
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative: Narrative for Patient ALASKA		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update	NO New Order Entry	
DA Detailed Allergy/ADR List	IN Intervention Menu	
VP View Profile		
Select Action: View Profile//		

4.1.4.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

Example: Selecting and Displaying an Order

Inpatient Order Entry	Mar 07, 2002@13:10:28	Page: 1 of 1
ALASKA, FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1 d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06 03/06 E
2 ASPIRIN CAP, ORAL	C	03/07 03/08 A
Give: 325MG PO QID		
3 CEPHAPIRIN 1 GM	C	03/04 03/09 A
in DEXTROSE 5% IN N. SALINE 1000 ML QID		
- - - - - P E N D I N G - - - - -		
4 in DEXTROSE 10% 1000 ML 125 ml/hr	?	***** ***** P
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 2		

-----report continues-----

Example: Selecting and Displaying an Order (continued)

ACTIVE UNIT DOSE	Mar 07, 2002@13:10:46	Page: 1 of 2
ALASKA, FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
*(1) Orderable Item: ASPIRIN CAP, ORAL <DIN>		
Instructions:		
*(2) Dosage Ordered: 325MG		
Duration:	*(3) Start: 03/07/02 13:10	
*(4) Med Route: ORAL		
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*		
*(5) Stop: 03/08/02 24:00		
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QID		
(9) Admin Times: 09-13-17-21		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		

The list area displays detailed order information and allows actions to be taken on the selected Unit Dose order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.



Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order. (See p. 69 under IV.)

4.1.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

Complex Orders

A Complex Order consists of one or more individual component orders, or “child” orders, that are linked together. Inpatient Medications receives the parent order number from CPRS and links the child orders together. If an action of FN (Finish), VF (Verify), DC (Discontinue), or RN (Renew) is taken on one child order, the action must be taken on all of the associated child orders. For example,

- If one child order within a Complex Order is made active, all child orders in the Complex Order must be made active.
- If one child order within a Complex Order is discontinued, all child orders in the Complex Order must be discontinued.
- If one child order within a Complex Order is renewed, all child orders in the Complex Order must be renewed.

Once a Complex Order is made active, the following fields may not be edited:

- Administration Time.
- Any field where an edit would cause a new order to be created. These fields are denoted with an asterisk in the Detailed View of a Complex Order.

If a change to one of these fields is necessary, the Complex Order must be discontinued and a new Complex Order must be created.

Sets of Complex Orders with a status of “Pending” or “Non-Verified” will be grouped together in the Profile View within Inpatient Medications. Once these orders are made active, they will appear individually in the Profile View.

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA, FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt (kg): _____ (_____)	
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
----- P E N D I N G C O M P L E X -----					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QD				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry	Mar 07, 2004@13:03:55	Page: 1 of 1
ALASKA, FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 03/03/04
Dx: TESTING		Last transferred: *****

----- N O N - V E R I F I E D C O M P L E X -----

1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

Example: Active Complex Order in Profile View

Inpatient Order Entry	Apr 13, 2004@09:08:51	Page: 2 of 2
COLORADO, ALBERT		
Ward: GEN MED		
PID: 123-45-6789	Room-Bed:	Ht(cm): _____ (_____)
DOB: 02/04/25 (79)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 04/12/04
Dx: SICK		Last transferred: *****

----- A C T I V E -----

1	PREDNISONE TAB	C	04/13	04/14	A
	Give: 10 MG PO BID				
2	PREDNISONE TAB	C	04/15	04/16	A
	Give: 5 MG PO BID				
3	PREDNISONE TAB	C	04/17	04/21	A
	Give: 2.5 MG PO QD				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Quit//

When an action of FN (Finish), VF (Verify), RN (Renew), or DC (Discontinue) is taken on one child order, a message will display informing the user that the order is part of a Complex Order and that the action must be taken on all of the associated child orders.

Example: Complex Discontinue

Select Item(s): Next Screen// DC Discontinue

This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).

Press Return to continue...

AMOXAPINE TAB
Give: 200MG PO QD

C 03/25 04/14 A

Do you want to discontinue this series of complex orders? Yes//

Example: Complex Renew

Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DAPSONE TAB
Give: 200 MG PO TID

C 04/12 04/16 A

RENEW THIS COMPLEX ORDER SERIES? YES//

In support of Complex Orders changes, two new-style cross-references will be created to group complex child orders by their parent order. For Unit Dose orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the UNIT DOSE multiple in the PHARMACY PATIENT file. For IV orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the IV multiple in the PHARMACY PATIENT file. The cross-reference definition will be created by the pre-install routine PSSCMPLX.

Example: VA FileManListing of ACX and ACX1 Cross-References

X-ref	File/Sub-file	Trigger-point field(s)
ACX	PHARMACY PATIENT (#55) /UNIT DOSE (#62)	ORDERS FILE PARENT ORDER (#125) ORDERS FILE ENTRY (#66)
ACX1	PHARMACY PATIENT (#55) /IV (#100)	ORDERS FILE PARENT ORDER (#150) ORDERS FILE ENTRY (#110)

4.1.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

Inpatient Order Entry	Sep 28, 2000 13:32:18	Page: 1 of 1
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****

- - - - - A C T I V E - - - - -		
1	MULTIVITAMINS 1 ML in 0.9% NAACL 500 ML QID PRN	C 09/27 10/02 A
- - - - - P E N D I N G - - - - -		
2	AMPICILLIN CAP INJ Give: 250MG PO QID	? ***** P
3	AMPICILLIN INJ Give: 1MG IVPB QID	? ***** P
4	PROPRANOLOL TAB Give: 10MG PO TID	? ***** P

Enter ?? for more actions

PU Patient Record Update	NO New Order Entry
Select Action: Quit// 2	

PENDING UNIT DOSE (ROUTINE)	Sep 28, 2000 13:33:17	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****

*(1) Orderable Item: AMPICILLIN CAP INJ	
Instructions:	
*(2) Dosage Ordered: 250MG	(3) Start: 09/27/00 15:00
Duration:	Req. Start: 09/27/00 09:00
*(4) Med Route: ORAL	(5) Stop: 10/11/00 24:00
(6) Schedule Type: CONTINUOUS	
*(8) Schedule: QID	
(9) Admin Times: 01-09-15-20	
*(10) Provider: INPATIENT-MEDS, PROVIDER [w]	
(11) Special Instructions:	
(12) Dispense Drug	U/D Inactive Date
AMPICILLIN 500MG CAP	1

+ Enter ?? for more actions

BY Bypass	FL Flag
DC Discontinue	FN Finish
Select Item(s): Next Screen// DC Discontinue	
Do you want to discontinue this order? Yes// <Enter> (Yes)	
NATURE OF ORDER: WRITTEN// <Enter>	
Requesting PROVIDER: INPATIENT-MEDS, PROVIDER// <Enter> PROV ...ORDER DISCONTINUED!	
Select DRUG:	

When selecting the DC (Discontinue) action for Complex Orders, a new message is displayed followed by an additional prompt that the user must answer.

Example: Discontinue a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
<p>* (1) Orderable Item: ASPIRIN TAB <DIN></p> <p>Instructions:</p> <p>* (2) Dosage Ordered: 650MG</p> <p>Duration: * (3) Start: 03/26/01 14:40</p> <p>* (4) Med Route: ORAL * (5) Stop: 03/28/01 24:00</p> <p>(6) Schedule Type: CONTINUOUS</p> <p>* (8) Schedule: QD</p> <p>(9) Admin Times: 1440</p> <p>* (10) Provider: INPATIENT-MEDS, PROVIDER [es]</p> <p>(11) Special Instructions:</p>		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		
Select Item(s): Next Screen// DC Discontinue		
This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).		
Press Return to continue...		
CAPTOPRIL TAB	C 03/26 03/27	N
Give: 25MG PO QD		
CAPTOPRIL TAB	C 03/26 03/29	N
Give: 100MG PO TID		
Press Return to continue...		
Do you want to discontinue this series of complex orders? Yes//		

<This page is intentionally left blank.>

4.1.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE UNIT DOSE	Sep 13, 2000 15:20:42	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
*(2) Dosage Ordered: 250MG		
Duration:		*(3) Start: 09/07/00 15:00
*(4) Med Route: ORAL		*(5) Stop: 09/21/00 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF Verify	
Select Item(s): Next Screen//		

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and “This change will cause a new order to be created” will be displayed in the message window.

NON-VERIFIED UNIT DOSE	Sep 13, 2000 15:26:46	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
*(2) Dosage Ordered: 250MG		
Duration:		*(3) Start: 09/13/00 20:00
*(4) Med Route: ORAL		*(5) Stop: 09/27/00 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
*(10) Provider: INPATIENT-MEDS, PHARMACIST		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ This change will cause a new order to be created.		
ED Edit	AC ACCEPT	
Select Item(s): Next Screen//		

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.



Note: A Complex Order cannot be edited once it has been made active.

4.1.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.



AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

Example: Verify an Order

Inpatient Order Entry		Mar 07, 2002@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht(cm):	_____ (_____)		
DOB: 08/18/20 (81)		Wt(kg):	_____ (_____)		
Sex: MALE		Admitted:	05/03/00		
Dx: TESTING		Last transferred:	*****		
- - - - - A C T I V E - - - - -					
1 d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06	03/06	E	
2 CEPHAPIRIN 1 GM	C	03/04	03/09	A	
in DEXTROSE 5% IN N. SALINE 1000 ML QID					
3 d->ASPIRIN CAP,ORAL	O	03/07	03/07	E	
Give: 650MG PO NOW					
- - - - - P E N D I N G - - - - -					
4 in DEXTROSE 10% 1000 ML 125 ml/hr	?	*****	*****	P	
Enter ?? for more actions					
PI Patient Information		SO Select Order			
PU Patient Record Update		NO New Order Entry			
Select Action: Quit// 3					

-----report continues-----

Example: Verify an Order (continued)

EXPIRED UNIT DOSE (DONE)	Mar 07, 2002@13:05:07	Page: 1 of 2
--------------------------	-----------------------	--------------

ALASKA,FRED Ward: ONE EAST
PID: 123-45-6789 Room-Bed: B-12 Ht (cm): _____ (_____)
DOB: 08/18/20 (81) Wt (kg): _____ (_____)

*(1)Orderable Item: ASPIRIN CAP,ORAL <DIN>
 Instructions: 650MG
*(2)Dosage Ordered: 650MG
 Duration: *(3)Start: 03/07/02 12:57
*(4) Med Route: ORAL (BY MOUTH) *(5) Stop: 03/07/02 12:57
BCMA ORDER LAST ACTION: 03/07/02 12:59 Given
(6) Schedule Type: ONE TIME
*(8) Schedule: NOW
(9) Admin Times:
*(10) Provider: INPATIENT-MEDS,PROVIDER [es]
(11) Special Instructions:

(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	

+ Enter ?? for more actions
DC (Discontinue) ED (Edit) AL Activity Logs
HD (Hold) RN (Renew)
FL Flag VF Verify
Select Item(s): Next Screen// **VF** Verify

WARNING: Dosage Ordered and Dispense Units do not match.
Please verify Dosage.

Would you like to continue verifying the order? Yes// **<Enter>** YES
...a few moments, please....

Pre-Exchange DOSES: 0// **<Enter>**

ORDER VERIFIED.

Enter RETURN to continue or '^' to exit: **<Enter>**

Select one of the following:

Y	Yes
N	No

Do you want to enter a Progress Note: No// **<Enter>**

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

When orders have been verified, the pharmacist must provide information for the *Pre-Exchange Units Report*. After verifying an order, the user is prompted to identify the number of units required before the next cart exchange (pre-exchange units). Information will be requested for each order that has been verified. When the user finishes entering new orders, a *Pre-Exchange Report* will be printed. The report lists the patients’ name, ward location, room and bed, Orderable Item, Dispense Drug, and pre-exchange needs for each order. This report can be printed to the screen or queued to print on a printer. It is advisable that the user prints a copy on the printer. The default device for the *Pre-Exchange Units Report* is the PRE-EXCHANGE REPORT DEVICE field in the INPATIENT WARD PARAMETER file. If the pharmacist enters an output device that is different from the device in this file, an option to override the field and define a temporary device for the remainder of this session is displayed. Once the user exits this option, the report cannot be reprinted.



The user will have the ability to enter a Progress Note for a “DONE” priority order.

4.1.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order’s Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

ACTIVE UNIT DOSE	Feb 25, 2001@21:25:50	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: ASPIRIN TAB <DIN>		
Instructions:		
*(2) Dosage Ordered: 650MG		
Duration:		*(3) Start: 02/26/01 14:40
*(4) Med Route: ORAL		*(5) Stop: 02/28/01 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QD		
(9) Admin Times: 1440		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// HD Hold		
Do you wish to place this order 'ON HOLD'? Yes// <Enter> (Yes)		
NATURE OF ORDER: WRITTEN// <Enter> W...		
COMMENTS:		
1>TESTING		
2>		
EDIT Option: . <Enter>		
Enter RETURN to continue or '^' to exit: <Enter>		

-----report continues-----

Example: Place an Order on Hold (continued)

HOLD UNIT DOSE	Feb 25, 2001@21:27:57	Page: 1 of 2
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1)Orderable Item: ASPIRIN TAB <DIN> Instructions: *(2)Dosage Ordered: 650MG Duration: *(4) Med Route: ORAL *(3)Start: 02/26/01 14:40 *(5) Stop: 02/28/01 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS,PROVIDER [es] (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ASPIRIN BUFFERED 325MG TAB 2		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Next Screen// <Enter>		

HOLD UNIT DOSE	Feb 25, 2001@21:28:20	Page: 2 of 2
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
+ Enter ?? for more actions		
(7)Self Med: NO		
Entry By: INPATIENT-MEDS,PHARMACIST Entry Date: 02/25/01 21:25		
(13) Comments: TESTING		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL Flag	VF (Verify)	
Select Item(s): Quit// <Enter>		

Unit Dose Order Entry	Feb 25, 2001@21:30:15	Page: 1 of 1
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1 ASPIRIN TAB	C	02/26 02/28 H
Give: 650MG ORAL QD		
+ Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		

Notice that the order shows a status of “H” for hold in the right hand side of the Aspirin Tablet order. If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

4.1.5.5. Renew

Medication orders (referred to in this section as orders) that may be renewed include the following:

- All non-complex active Unit Dose and IV orders.
- Orders that have been discontinued due to ward transfer or treating specialty change.
- Expired orders containing an administration schedule (Unit Dose and scheduled IV orders) that have not had a scheduled administration time since the last BCMA action was taken.
- Expired orders not containing an administration schedule (continuous IV orders) that have had an expired status less than the time limit defined in the EXPIRED IV TIME LIMIT field in the PHARMACY SYSTEM file.



Note: Complex Orders may only be renewed if all associated child orders are renewable.

Renewing Active Orders

The following applies when the RN (Renew) action is taken on any order with a status of “Active”:

- A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
- The RN (Renew) action does not create a new order.
- The Start Date/Time is not available for editing when an order is renewed.



Note: Orders having a schedule type of One-Time or On Call must have a status of “Active” in order to be renewed.

Renewing Discontinued Orders

IV and Unit Dose orders that have been discontinued, either through the (DC) Discontinue action or discontinued due to edit, cannot be renewed.

IV and Unit Dose medication orders that have been discontinued due to ward transfer or treating specialty change will allow the (RN) Renew action.

Renewing Expired Unit Dose Orders

The following applies to expired Unit Dose orders having a schedule type of Continuous or PRN.

1. The RN (Renew) action will not be available on an order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic will be used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The (RN) Renew action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Scheduled IV Orders

The following applies to only IV orders that have a scheduled administration time.

1. The RN (Renew) action is not available on a scheduled IV order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic is used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Continuous IV Orders

The following applies to IV orders that do not have a scheduled administration time.

1. For Continuous IV orders having a status of “Expired,” the “Expired IV Time Limit” system parameter controls whether or not the RN (Renew) action is available. If the number of hours between the expiration date/time and the current system date and time is less than this parameter, the RN (Renew) action is allowed. This parameter has a range of 0 to 24 hours, and may be changed using the *PARameters Edit Menu* [PSJ PARAM EDIT MENU] option.
2. If the RN (Renew) action is taken on a renewable continuous IV order, a new Default Stop Date/Time is calculated using existing Default Stop Date/Time calculations. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Complex Orders

A Complex Order consists of one or more associated Inpatient Medications orders, known as “child” orders, created from CPRS using the Complex Dose tab in the Inpatient Medications ordering dialog. The child orders are linked together using the conjunctions AND and THEN to create combinations of dosages, medication routes, administration schedules, and order durations.



Notes:

1. Only Complex Orders created with the conjunction AND will be available for renewal.
2. Orders created by checking the “Give additional dose now” box in CPRS, when ordered in conjunction with a Complex Order, will not be available for renewal.

When the (RN) Renew action is selected for a Complex Order, the user must answer an additional prompt, as illustrated in the following example.

Example: Renew a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page:	1 of 2
ALASKA, FRED			
Ward: 1 EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	

*(1) Orderable Item: ASPIRIN TAB <DIN>
Instructions:
*(2) Dosage Ordered: 650MG
Duration:
*(3) Start: 03/26/01 14:40
*(4) Med Route: ORAL
*(5) Stop: 03/28/01 24:00
(6) Schedule Type: CONTINUOUS
*(8) Schedule: QD
(9) Admin Times: 1440
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]
(11) Special Instructions:
(12) Dispense Drug U/D Inactive Date
ASPIRIN BUFFERED 325MG TAB 2

+ Enter ?? for more actions
DC Discontinue ED (Edit) AL Activity Logs
HD Hold RN Renew
FL Flag VF (Verify)
Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DIGOXIN TAB	C	03/26	03/29	A
Give: 200MG PO BID				
DIGOXIN TAB	C	03/26	03/28	A
Give: 100MG PO TID				

Press Return to continue...

RENEW THIS COMPLEX ORDER SERIES? YES//

Viewing Renewed Orders

The following outlines what the user may expect following the renewal process:

1. The patient profile will contain the most recent renewal date in the Renewed field.
2. The patient detail will contain the most recent renewal date and time in the Renewed field.
3. The Activity Log will display the following:
 - ORDER EDITED activity, including the previous Stop Date/Time and the previous Provider (if a new Provider is entered at the time the order is renewed).
 - ORDER RENEWED BY PHARMACIST activity, including the pharmacist that renewed the order and the date and time that the RN (Renew) action was taken.

Example: Renewed Order in Profile View

Inpatient Order Entry	Feb 25, 2004@21:25:50	Page:	1 of	1
ALASKA, FRED				
Ward: 1 EAST				
PID: 123-45-6789	Room-Bed: B-12	Ht (cm):	_____ (_____)	
DOB: 08/18/20 (83)		Wt (kg):	_____ (_____)	
Sex: MALE		Admitted:	05/03/00	
Dx: TESTING		Last transferred:	*****	
- - - - - A C T I V E - - - - -				
1	ASPIRIN TAB 650	C	03/26	03/28 A 03/27
	Give: 650MG PO QD			
Enter ?? for more actions				
PI	Patient Information	SO	Select Order	
PU	Patient Record Update	NO	New Order Entry	
Select Action: Quit// 1				

Example: Renewed Order in Detailed Order View

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA, FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: ASPIRIN TAB <DIN>		
Instructions:		
*(2) Dosage Ordered: 650MG		
Duration:		
*(3) Start: 03/26/04 14:40		
Renewed: 03/27/04 11:00		
*(4) Med Route: ORAL		
*(5) Stop: 03/28/04 24:00		
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QD		
(9) Admin Times: 1440		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		

ACTIVE UNIT DOSE	Feb 25, 2004@21:28:20	Page: 2 of 2
ALASKA, FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
+ Enter ?? for more actions		
(7) Self Med: NO		
Entry By: INPATIENT-MEDS, PHARMACIST		
Entry Date: 03/25/04 21:25		
Renewed By: INPATIENT-MEDS, PHARMACIST		
(13) Comments:		
TESTING		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL (Flag)	VF (Verify)	
Select Item(s): Quit// <Enter>		

Orders That Change Status During Process of Renew

Orders that are active during the renewal process but become expired during the pharmacy finishing process follow the logic described in Renewing Expired Unit Dose Orders, Renewing Expired Scheduled IV Orders, and Renewing Expired Continuous IV Orders.

4.1.5.6. Activity Log

This action allows viewing of a long or short activity log, dispense log, or a history log of the order. A short activity log only shows actions taken on orders and does not include field changes. The long activity log shows actions taken on orders and does include the requested Start and Stop Date/Time values. If a history log is selected, it will find the first order, linked to the order

where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a dispense log is selected, it shows the dispensing information for the order.

Example: Activity Log

ACTIVE UNIT DOSE	Sep 21, 2000 12:44:25	Page: 1 of 2
ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: AMPICILLIN CAP INJ Instructions: *(2) Dosage Ordered: 250MG Duration: _____ *(3) Start: 09/07/00 15:00 *(4) Med Route: ORAL *(5) Stop: 09/21/00 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QID (9) Admin Times: 01-09-15-20 *(10) Provider: INPATIENT-MEDS, PROVIDER [es] (11) Special Instructions: (12) Dispense Drug AMPICILLIN 500MG CAP U/D 1 Inactive Date		
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF Verify	
Select Item(s): Next Screen// AL Activity Logs		
1 - Short Activity Log 2 - Long Activity Log 3 - Dispense Log 4 - History Log		
Select LOG to display: 2 Long Activity Log		
Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST		
Activity: ORDER VERIFIED BY PHARMACIST		
Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST		
Activity: ORDER VERIFIED		
Field: Requested Start Date		
Old Data: 09/07/00 09:00		
Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST		
Activity: ORDER VERIFIED		
Field: Requested Stop Date		
Old Data: 09/07/00 24:00		
Enter RETURN to continue or '^' to exit:		

4.1.5.7. Finish

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to accept, finish, and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

The PENDING RENEWAL orders may be speed finished. The user may enter an **F**, for finish, at the “Select ACTION or ORDERS:” prompt and then select the pending renewals to be finished. A prompt is issued for the Stop Date/Time. This value is used as the Stop Date/Time for the pending renewals selected. All other fields will retain the values from the renewed order.

Example: Finish an Order

PENDING UNIT DOSE (ROUTINE)		Feb 25, 2001@21:37:08		Page: 1 of 2	
ALASKA,FRED					
Ward: 1 EAST					
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (80)		Wt (kg): _____	(_____)		
*(1)Orderable Item: MULTIVITAMINS TAB Instructions: 1 TABLET *(2)Dosage Ordered: 1 TABLET Duration: *(4) Med Route: INTRAVENOUS (3)Start: 02/26/01 14:40 Req. Start: 02/26/01 14:40 (5) Stop: 02/28/01 24:00 (6) Schedule Type: FILL on REQUEST *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS,PROVIDER [es] (11) Special Instructions:					
(12) Dispense Drug		U/D	Inactive Date		
MULTIVITAMIN TABLETS		1			
+ Enter ?? for more actions					
BY Bypass FL Flag					
DC Discontinue FN Finish					
Select Item(s): Next Screen// FN Finish					
COMPLETE THIS ORDER AS IV OR UNIT DOSE? UNIT DOSE// <Enter>					
NON-VERIFIED UNIT DOSE		Feb 25, 2001@21:38:29		Page: 1 of 2	
ALASKA,FRED					
Ward: 1 EAST					
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (80)		Wt (kg): _____	(_____)		
*(1)Orderable Item: MULTIVITAMINS TAB Instructions: 1 TABLET *(2)Dosage Ordered: 1 TABLET Duration: *(4) Med Route: INTRAVENOUS (3)Start: 02/26/01 14:40 Req. Start: 02/26/01 14:40 (5) Stop: 02/28/01 24:00 (6) Schedule Type: FILL on REQUEST *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS,PROVIDER [es] (11) Special Instructions:					
(12) Dispense Drug		U/D	Inactive Date		
MULTIVITAMIN TABLETS		1			
+ Enter ?? for more actions					
ED Edit AC ACCEPT					
Select Item(s): Next Screen// AC ACCEPT					
...accepting order.....					

-----report continues-----

Example: Finish an Order (continued)

NON-VERIFIED UNIT DOSE		Feb 25, 2001@21:38:45		Page: 1 of 2	
ALASKA, FRED		Ward: 1 EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
*(1) Orderable Item: MULTIVITAMINS TAB Instructions: 1 TABLET *(2) Dosage Ordered: 1 TABLET Duration: _____ (3) Start: 02/26/01 14:40 *(4) Med Route: INTRAVENOUS Req. Start: 02/26/01 14:40 (5) Stop: 02/28/01 24:00 (6) Schedule Type: FILL on REQUEST *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS, PROVIDER [es] (11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
MULTIVITAMIN TABLETS		1			
+ Enter ?? for more actions					
DC Discontinue		ED Edit		AL Activity Logs	
HD (Hold)		RN (Renew)			
FL Flag		VF Verify			
Select Item(s): Next Screen// VF Verify					
...a few moments, please....					
Pre-Exchange DOSES: <Enter>					
ORDER VERIFIED.					
Enter RETURN to continue or '^' to exit:					

The requested Start date/time is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.



Note: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the Expected First Dose will be the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.



Note: When the CPRS patch, OR*3*141, is installed on the user’s system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider’s Name on the order.

A prompt has been added to the finishing process, “COMPLETE THIS ORDER AS IV OR UNIT DOSE?” to determine if the user should complete the order as either an IV or Unit Dose order. The prompt will be displayed only if the user selected the *Inpatient Order Entry* option to finish the order. Also, the prompt will appear only if the correct combination of the entry in the IV FLAG in the MEDICATION ROUTES file and the entry in the APPLICATION PACKAGES’ USE field in the DRUG file for the order’s Dispense Drug are found. The following table will help explain the different scenarios:

IV FLAG in the MEDICATION ROUTES file	Dispense Drug’s Application Use	Which Order View screen will be displayed to the user	Special Processing
IV	IV	IV	None
IV	Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose
IV	IV and Unit Dose	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	IV	IV	Prompt user to finish order as IV or Unit Dose
Non-IV	Unit Dose	Unit Dose	None
Non-IV	IV and Unit Dose	Unit Dose	Prompt user to finish order as IV or Unit Dose

4.1.5.8. Flag



This option is only available to those users who hold the PSJ RPHARM key.

The flag action is available to alert the users that the order is incomplete or needs clarification. Flagging is applied to any orders that need more information or corrections from the clinician. When the user flags the order, an alert is sent to the specified user defining the information that is needed to process the medication order. The specified user can send a return alert with the needed information. The Activity Log will record the flagging activities including acknowledgement that the alert was viewed. The flag action can be performed in either CPRS or in Inpatient Medications.

When a flagged order appears on the order view, the order number on the right hand side will be highlighted using reverse video. The nurse, or any user without the PSJ RPHARM key, does not have the ability to flag or un-flag orders; however, they can view the flagged or un-flagged comments via the Activity Log.

4.1.8. Inpatient Profile

[PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward, or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, “NO Profile” can be selected. When **NO Profile** is chosen, the system will return to the “Select PATIENT:” prompt and the user may choose a new patient.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the “SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile//” prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.



Note: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities.

Example: Inpatient Profile

```
Select Unit Dose Medications Option: IPF Inpatient Profile
You are signed on under the BIRMINGHAM ISC IV ROOM
Current IV LABEL device is: NT TELNET TERMINAL
Current IV REPORT device is: NT TELNET TERMINAL
Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient
```

-----report continues-----

Example: Inpatient Profile (continued)

```
Select PATIENT: ALASKA,FRED          123-45-6789   08/18/20   1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH
Show SHORT, LONG, or NO activity log?  NO// SHORT
Select PRINT DEVICE: 0;80  NT/Cache virtual TELNET terminal
```

```

      I N P A T I E N T   M E D I C A T I O N S           09/21/00   12:33
      WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ALASKA,FRED                      Ward: 1 EAST
PID: 123-45-6789                 Room-Bed: B-12           Ht(cm): _____ (_____)
DOB: 08/18/20   (80)              Wt(kg): _____ (_____)
Sex: MALE                        Admitted: 05/03/00
Dx: TESTING
Allergies:
ADR:
-----
      A C T I V E
-----
1  -> AMPICILLIN CAP INJ          C 09/07   09/21   A
      Give: 250MG PO QID
-----
      N O N - V E R I F I E D
-----
2      DOXEPIN CAP,ORAL          ? ***** ***** N
      Give: 11CC PO Q24H
-----
Patient: ALASKA,FRED                      Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
Instructions:
Dosage Ordered: 250MG
Duration:                               Start: 09/07/00   15:00
Med Route: ORAL (PO)                   Stop: 09/21/00   24:00
Schedule Type: CONTINUOUS
Schedule: QID
Admin Times: 01-09-15-20
Provider: INPATIENT-MEDS,PROVIDER [es]
-----
Dispense Drugs                        U/D   Units   Units   Inactive
                                      Disp'd  Ret'd   Date
-----
AMPICILLIN 500MG CAP                  1     0     0
-----
ORDER NOT VERIFIED
Entry By: INPATIENT-MEDS,PROVIDER          Entry Date: 09/07/00   13:37
Enter RETURN to continue or '^' to exit:
Date: 09/07/00   14:07   User: INPATIENT-MEDS,PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST
-----
Patient: ALASKA,FRED                      Status: NON-VERIFIED
Orderable Item: DOXEPIN CAP,ORAL
Instructions:
Dosage Ordered: 11CC
Duration:                               Start: 09/20/00   09:00
Med Route: ORAL (PO)                   Stop: 10/04/00   24:00
Schedule Type: NOT FOUND
Schedule: Q24H
(No Admin Times)
Provider: INPATIENT-MEDS,PROVIDER [es]
Special Instructions: special for DOXEPIN
-----
Dispense Drugs                        U/D   Units   Units   Inactive
                                      Disp'd  Ret'd   Date
-----
DOXEPIN 100MG U/D                     1     0     0
DOXEPIN 25MG U/D                      1     0     0
-----
ORDER NOT VERIFIED
Self Med: NO
Entry By: INPATIENT-MEDS,PROVIDER          Entry Date: 09/19/00   09:55
```

Example: New Order Entry (continued)

NON-VERIFIED IV		Feb 28, 2002@13:56:44		Page: 1 of 2	
ALASKA, FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt (kg): _____ (_____)	
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			

*(1) Additives:		Type: PIGGYBACK	
MULTIVITAMINS 2 ML			
(2) Solutions:			
0.9% SODIUM CHLORIDE 100 ML			
Duration:		(4) Start: 02/28/02 13:56	
(3) Infusion Rate: INFUSE OVER 125 MIN.			
*(5) Med Route: IV		(6) Stop: 03/30/02 24:00	
*(7) Schedule: QID		Last Fill: *****	
(8) Admin Times: 09-13-17-21		Quantity: 0	
*(9) Provider: PROVIDER, PAULA [w]		Cum. Doses:	
*(10) Orderable Item: MULTIVITAMINS INJ			
Instructions:			
(11) Other Print:			
+ Enter ?? for more actions			
DC	Discontinue	RN	(Renew)
HD	(Hold)	OC	(On Call)
ED	Edit	AL	Activity Logs

Select Item(s): Next Screen// VF Verify	
3	6
9	12
15	18
21	24
.....	
P	
N	
Next delivery time is 1330 ***	
Action (PB) B// <Enter> BYPASS	

When the order is correct and verified, and the Activity Ruler site parameter is turned on, the system will display a time line. The time line is a visual representation of the relationship between start of coverage times, doses due, and order start times. The letters **P**, **A**, **H**, **S**, or **C** show the start of coverage times for each IV type. If there is an asterisk (*) after the letter, this means that the Ward List has been run for this start of coverage type. The up caret (^) shows when the doses are due, the **N** indicates current time in relation to the order. The next delivery time will also be listed.

The “Action (PBS)” prompt will appear next, with all of the valid actions listed in parentheses. The following are the codes for the possible actions:

- **P** - Print specified number of labels now.
- **B** - Bypass any more action (entering an up caret (^) will also do this).
- **S** - Suspend a specified number of labels for the IV room to print on demand.

The **S** will only appear as a valid action if the USE SUSPENSE FUNCTIONS site parameter is answered with **1** or **YES**. The user can perform more than one action, but each action must be done one at a time. As each action is taken, those that operate on labels will reduce the total labels by that amount (e.g., eight labels are needed, three are suspended, then five are available to print).

4.2.3.3. Detailed Allergy/ADR List

The Detailed Allergy/ADR List action displays a detailed listing of the selected item from the patient's Allergy/ADR List. Entry to the *Edit Allergy/ADR Data* option is provided with this list also.

- **Enter/Edit Allergy/ADR Data**

Provides access to the Adverse Reaction Tracking (ART) package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Allergy package documentation for more information on Allergy/ADR processing.

- **Select Allergy**

Allows the user to view a specific allergy.

4.2.3.4. Intervention Menu



This option is only available to those users who hold the PSJ RPHARM key.

The Intervention Menu action allows entry of new interventions and edit, delete, view, or printing of an existing intervention. Each kind of intervention will be discussed and an example will follow.

- **Print:** This option is used to obtain a captioned printout of Pharmacy Interventions for a certain date range. It will print out on normal width paper and can be queued to print at a later time.

Example: Print an Intervention

Patient Information	Sep 22, 2000 08:03:07	Page: 1 of 1
IDAHO,PETER	Ward: 1 West	<A>
PID: 123-45-6789	Room-Bed: A-6	Ht(cm): 167.64 (04/21/99)
DOB: 02/22/42 (58)		Wt(kg): 85.00 (04/21/99)
Sex: MALE		Admitted: 09/16/99
Dx: TEST PATIENT	Last transferred: *****	

Allergies - Verified: CARAMEL, CN900, LOMEFLOXACIN, PENTAMIDINE, PENTAZOCINE, CHOCOLATE, NUTS, STRAWBERRIES, DUST
Non-Verified: AMOXICILLIN, AMPICILLIN, TAPE, FISH, FLUPHENAZINE DECANOATE

Adverse Reactions:
Inpatient Narrative: Inpatient narrative
Outpatient Narrative: This is the Outpatient Narrative. This patient doesn't like waiting at the pickup window. He gets very angry.

Enter ?? for more actions

PU Patient Record Update	NO New Order Entry
DA Detailed Allergy/ADR List	IN Intervention Menu
VP View Profile	
Select Action: View Profile//	IN Intervention Menu

--- Pharmacy Intervention Menu ---

NE Enter Pharmacy Intervention	DEL Delete Pharmacy Intervention
ED Edit Pharmacy Intervention	VW View Pharmacy Intervention
PRT Print Pharmacy Intervention	
Select Item(s):	PRT Print Pharmacy Intervention
* Previous selection: INTERVENTION DATE equals 7/2/96	
START WITH INTERVENTION DATE: FIRST// T (SEP 22, 2000)	
GO TO INTERVENTION DATE: LAST// T (SEP 22, 2000)	
DEVICE: <Enter>	NT/Cache virtual TELNET terminal Right Margin: 80//
PHARMACY INTERVENTION LISTING	SEP 22,2000 09:20 PAGE 1

INTERVENTION: ALLERGY

INTERVENTION DATE: SEP 22,2000	PATIENT: IDAHO,PETER
PROVIDER: INPATIENT-MEDS,PROVIDER	PHARMACIST: INPATIENT-MEDS,PHARM
DRUG: WARFARIN 10MG	INSTITUTED BY: PHARMACY
RECOMMENDATION: NO CHANGE	
WAS PROVIDER CONTACTED: NO	RECOMMENDATION ACCEPTED: YES
PROVIDER CONTACTED:	

SUBTOTAL	1
SUBCOUNT	1
TOTAL	1
COUNT	1

4.2.3.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

Example: Profile View

Inpatient Order Entry	Feb 28, 2002@14:06:01	Page: 1 of 3
ALASKA, FRED	Ward: ONE EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING	Last transferred: *****	
- - - - - A C T I V E - - - - -		
1	BACLOFEN TAB Give: 10MG PO QD PATIENT SPITS OUT MEDICINE	C 02/20 03/06 A
2	MULTIVITAMINS 2 ML in 0.9% SODIUM CHLORIDE 100 ML QID	C 02/28 03/30 A
3	PREDNISON TAB Give: 5MG PO TU-TH-SA@09	C 02/25 03/11 A
4	RESERPINE TAB Give: 1MG PO QD	C 02/20 03/06 A
5	d->FUROSEMIDE 1 MG in 5% DEXTROSE 50 ML NOW	O 02/11 02/11 E
+ Enter ?? for more actions		
PI	Patient Information	SO Select Order
PU	Patient Record Update	NO New Order Entry
Select Action: Next Screen//		

The orders on the profile are sorted first by status (ACTIVE, NON-VERIFIED, NON-VERIFIED COMPLEX, PENDING, PENDING COMPLEX, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile), and then in descending order by START DATE.

If an IV order has been verified by nursing but has not been verified by pharmacy, it will be listed under the ACTIVE heading with an arrow (->) to the right of its number. A CPRS Med Order will have a "DONE" priority and will display a "d" to the right of the number on all profiles. These orders will display with active orders under the Active header until the pharmacist verifies them.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers for each order to be included, separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).



Note: The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT field in the INPATIENT USER PARAMETERS file.

Complex Orders will display in groups when the user is in the Profile View. They appear as one numbered list item, as shown in the examples below.

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
- - - - - N O N - V E R I F I E D C O M P L E X - - - - -					
1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
- - - - - P E N D I N G C O M P L E X - - - - -					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QD				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Active Complex Order in Profile View

Inpatient Order Entry	Apr 13, 2004@09:08:51	Page: 2 of 2
COLORADO, ALBERT		Ward: GEN MED
PID: 123-45-6789	Room-Bed:	Ht (cm): _____ (_____)
DOB: 02/04/25 (79)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 04/12/04
Dx: SICK		Last transferred: *****
+		
- - - - - A C T I V E - - - - -		
1	PREDNISONE TAB	C 04/13 04/14 A
	Give: 10 MG PO BID	
2	PREDNISONE TAB	C 04/15 04/16 A
	Give: 5 MG PO BID	
3	PREDNISONE TAB	C 04/17 04/21 A
	Give: 2.5 MG PO QD	
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		

4.2.3.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

Example: Patient Information

Patient Information	Sep 13, 2000 15:04:31	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative: Narrative for Patient ALASKA		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update	NO New Order Entry	
DA Detailed Allergy/ADR List	IN Intervention Menu	
VP View Profile		
Select Action: View Profile//		

4.2.3.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

Example: Select an Order

Inpatient Order Entry	Mar 07, 2002@13:01:56	Page: 1 of 1
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
----- A C T I V E -----		
1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC	03/07	03/07 E
2 d->in 5% DEXTROSE 50 ML 125 ml/hr	C 03/06	03/06 E
3 CEPHAPIRIN 1 GM	C 03/04	03/09 A
in DEXTROSE 5% IN N. SALINE 1000 ML QID		
4 d->ASPIRIN CAP,ORAL	O 03/07	03/07 E
Give: 650MG PO NOW		
----- P E N D I N G -----		
5 in DEXTROSE 10% 1000 ML 125 ml/hr	? *****	***** P
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 1		

-----report continues-----

Example: Select an Order (continued)

EXPIRED IV (DONE)	Mar 07, 2002@13:02:26	Page: 1 of 2
ALASKA, FRED		
PID: 123-45-6789	Ward: ONE EAST	
DOB: 08/18/20 (81)	Room-Bed: B-12	Ht (cm): _____ (_____)
		Wt (kg): _____ (_____)
* (1) Additives: Order number: 483 Type: ADMIXTURE		
* (2) Solutions:		
0.9% SODIUM CHLORIDE 1000 ML *N/F*		
Duration:	* (4)	Start: 03/07/02 12:59
* (3) Infusion Rate: 125 ml/hr		
* (5) Med Route: IV	* (6)	Stop: 03/07/02 12:59
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing		
* (7) Schedule:		Last Fill: *****
(8) Admin Times:		Quantity: 0
* (9) Provider: INPATIENT-MEDS, PROVIDER		Cum. Doses:
(10) Other Print:		
Provider Comments: TESTING		
(11) Remarks :		
+ Enter ?? for more actions		
DC (Discontinue)	RN (Renew)	VF (Verify)
HD (Hold)	OC (On Call)	FL Flag
ED (Edit)	AL Activity Logs	
Select Item(s): Quit// <Enter> QUIT		

The list area displays detailed order information and allow actions to be taken on the selected IV order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user.



Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order.

4.2.4. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

Complex Orders

A Complex Order consists of one or more individual component orders, or “child” orders, that are linked together. Inpatient Medications receives the parent order number from CPRS and links the child orders together. If an action of FN (Finish), VF (Verify), DC (Discontinue), or RN (Renew) is taken on one child order, the action must be taken on all of the associated child orders. For example,

- If one child order within a Complex Order is made active, all child orders in the Complex Order must be made active.
- If one child order within a Complex Order is discontinued, all child orders in the Complex Order must be discontinued.
- If one child order within a Complex Order is renewed, all child orders in the Complex Order must be renewed.

Once a Complex Order is made active, the following fields may not be edited:

- Administration Time.
- Any field where an edit would cause a new order to be created. These fields are denoted with an asterisk in the Detailed View of a Complex Order.

If a change to one of these fields is necessary, the Complex Order must be discontinued and a new Complex Order must be created.

Sets of Complex Orders with a status of “Pending” or “Non-Verified” will be grouped together in the Profile View within Inpatient Medications. Once these orders are made active, they will appear individually in the Profile View.

Example: Pending Complex Order in Profile View

Inpatient Order Entry	Mar 07, 2004@13:03:55	Page: 1 of 1
ALASKA, FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 03/03/04
Dx: TESTING		Last transferred: *****
----- P E N D I N G C O M P L E X -----		
1	CAPTOPRIL TAB	? ***** P
	Give: 25MG PO QD	
	CAPTOPRIL TAB	? ***** P
	Give: 50MG PO BID	
	CAPTOPRIL TAB	? ***** P
	Give: 100MG PO TID	
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Next Screen//		

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry	Mar 07, 2004@13:03:55	Page: 1 of 1
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 03/03/04
Dx: TESTING		Last transferred: *****

----- N O N - V E R I F I E D C O M P L E X -----

1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

Example: Active Complex Order in Profile View

Inpatient Order Entry	Apr 13, 2004@09:08:51	Page: 2 of 2
COLORADO,ALBERT		
Ward: GEN MED		
PID: 123-45-6789	Room-Bed:	Ht(cm): _____ (_____)
DOB: 02/04/25 (79)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 04/12/04
Dx: SICK		Last transferred: *****

----- A C T I V E -----

1	PREDNISONE TAB	C	04/13	04/14	A
	Give: 10 MG PO BID				
2	PREDNISONE TAB	C	04/15	04/16	A
	Give: 5 MG PO BID				
3	PREDNISONE TAB	C	04/17	04/21	A
	Give: 2.5 MG PO QD				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Quit//

When an action of FN (Finish), VF (Verify), RN (Renew), or DC (Discontinue) is taken on one child order, a message will display informing the user that the order is part of a Complex Order and that the action must be taken on all of the associated child orders.

Example: Complex Discontinue

Select Item(s): Next Screen// DC Discontinue

This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).

Press Return to continue...

AMOXAPINE TAB	C	03/25	04/14	A
Give: 200MG PO QD				

Do you want to discontinue this series of complex orders? Yes//

Example: Complex Renew

Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DAPSONE TAB	C	04/12	04/16	A
Give: 200 MG PO TID				

RENEW THIS COMPLEX ORDER SERIES? YES//

In support of Complex Orders changes, two new-style cross-references will be created to group complex child orders by their parent order. For Unit Dose orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the UNIT DOSE multiple in the PHARMACY PATIENT file. For IV orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the IV multiple in the PHARMACY PATIENT file. The cross-reference definition will be created by the pre-install routine PSSCMPLX.

Example: VA FileManListing of ACX and ACX1 Cross-References

X-ref	File/Sub-file	Trigger-point field(s)
ACX	PHARMACY PATIENT (#55) /UNIT DOSE (#62)	ORDERS FILE PARENT ORDER (#125) ORDERS FILE ENTRY (#66)
ACX1	PHARMACY PATIENT (#55) /IV (#100)	ORDERS FILE PARENT ORDER (#150) ORDERS FILE ENTRY (#110)

4.2.4.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

ACTIVE IV	Mar 20, 2001@16:37:49	Page: 1 of 1
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN>		
ACETAMINOPHEN 100 MEQ		
* (2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
Duration:	* (4)	Start: 03/19/01 11:30
* (3) Infusion Rate: 100 ml/hr		
* (5) Med Route: IV	* (6)	Stop: 03/26/01 24:00
* (7) Schedule:		Last Fill: 03/19/01 14:57
(8) Admin Times:		Quantity: 2
* (9) Provider: INPATIENT-MEDS, PROVIDER [w]		Cum. Doses: 43
(10) Other Print:		
(11) Remarks :		
Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30		
Enter ?? for more actions		
DC Discontinue	RN Renew	FL Flag
ED Edit	OC On Call	
HD Hold	AL Activity Logs	
Select Item(s): Quit// DC Discontinue		
NATURE OF ORDER: WRITTEN// <Enter> W		
Requesting PROVIDER: INPATIENT-MEDS, PROVIDER// <Enter> PROV		
REASON FOR ACTIVITY: TESTING		

DISCONTINUED IV	Mar 20, 2001@16:38:28	Page: 1 of 1
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN>		
ACETAMINOPHEN 100 MEQ		
* (2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
Duration:	* (4)	Start: 03/19/01 11:30
* (3) Infusion Rate: 100 ml/hr		
* (5) Med Route: IV	* (6)	Stop: 03/20/01 16:38
* (7) Schedule:		Last Fill: 03/19/01 14:57
(8) Admin Times:		Quantity: 2
* (9) Provider: INPATIENT-MEDS, PROVIDER [w]		Cum. Doses: 43
(10) Other Print:		
(11) Remarks :		
Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30		
Enter ?? for more actions		
DC (Discontinue)	RN (Renew)	FL Flag
ED (Edit)	OC (On Call)	
HD (Hold)	AL Activity Logs	
Select Item(s): Quit// <Enter> QUIT		

When selecting the DC (Discontinue) action for Complex Orders, a new message is displayed followed by an additional prompt that the user must answer.

Example: Discontinue a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)

* (1) Orderable Item: ASPIRIN TAB <DIN>
 Instructions:
 * (2) Dosage Ordered: 650MG
 Duration: * (3) Start: 03/26/01 14:40
 * (4) Med Route: ORAL * (5) Stop: 03/28/01 24:00
 (6) Schedule Type: CONTINUOUS
 * (8) Schedule: QD
 (9) Admin Times: 1440
 * (10) Provider: INPATIENT-MEDS, PROVIDER [es]
 (11) Special Instructions:

(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	

+ Enter ?? for more actions

DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	

Select Item(s): Next Screen//

Select Item(s): Next Screen// DC Discontinue

This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).

Press Return to continue...

CAPTOPRIL TAB	C	03/26	03/27	N
Give: 25MG PO QD				
CAPTOPRIL TAB	C	03/26	03/29	N
Give: 100MG PO TID				

Press Return to continue...

Do you want to discontinue this series of complex orders? Yes//

<This page is intentionally left blank.>

4.2.4.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE IV	Mar 20, 2001@16:41:14	Page: 1 of 2
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)

* (1) Additives:	Order number: 64	Type: PIGGYBACK
MVI 100 ML		
(2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
Duration:	* (4)	Start: 03/19/01 11:30
(3) Infusion Rate: INFUSE OVER 10 MIN.		
* (5) Med Route: IVPB	* (6)	Stop: 03/20/01 24:00
* (7) Schedule: QID		Last Fill: 03/19/01 14:57
(8) Admin Times: 09-13-17-21		Quantity: 2
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses: 9
* (10) Orderable Item: MULTIVITAMINS INJ		
Instructions:		
(11) Other Print:		

+ Enter ?? for more actions

DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	OC On Call	

Select Item(s): Next Screen// **ED** Edit

Select FIELDS TO EDIT: **11**

OTHER PRINT INFO: **TESTING**

ACTIVE IV	Mar 20, 2001@16:42:02	Page: 1 of 2
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)

* (1) Additives:	Order number: 64	Type: PIGGYBACK
MVI 100 ML		
(2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
Duration:	* (4)	Start: 03/19/01 11:30
(3) Infusion Rate: INFUSE OVER 10 MIN.		
* (5) Med Route: IVPB	* (6)	Stop: 03/20/01 24:00
* (7) Schedule: QID		Last Fill: 03/19/01 14:57
(8) Admin Times: 09-13-17-21		Quantity: 2
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses: 9
* (10) Orderable Item: MULTIVITAMINS INJ		
Instructions:		
(11) Other Print: TESTING		
(12) Remarks :		

+ Enter ?? for more actions

AC Accept	ED Edit
-----------	---------

Select Item(s): Next Screen// **AC** Accept

-----report continues-----

Example: Edit an Order (continued)

```
Orderable Item: MULTIVITAMINS INJ
Give: IVPB QID

[64]6789 ONE EAST 03/20/01
ALASKA,FRED B-12

MVI 100 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 10 MIN.
TESTING
QID
09-13-17-21
1[1]

Start date: MAR 19,2001 11:30 Stop date: MAR 20,2001 24:00

Is this O.K.: Y// <Enter> YES
REASON FOR ACTIVITY: <Enter>

7 Labels needed for doses due at ...

03/19/01 1300 : 03/19/01 1700 : 03/19/01 2100 : 03/20/01 0900 : 03/20/01 1300 :
03/20/01 1700 : 03/20/01 2100 :

      3      6      9      12      15      18      21      24
      .....
      P      ^      ^      ^      ^
      N

Next delivery time is 1500 ***

Action (PB) P// BYPASS
```

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the message, “This change will cause a new order to be created”, will be displayed.

Example: Edit an Order and Create a New Order

ACTIVE IV	Apr 02, 2001 20:55:35	Page: 1 of 2
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)

* (1) Additives:	Order number: 41	Type: PIGGYBACK
MVI 1 ML		
(2) Solutions:		
DEXTROSE 10% 1000 ML		
Duration:	* (4) Start: 04/02/01 20:55	
(3) Infusion Rate: INFUSE OVER 10 MIN.		
* (5) Med Route: IV	* (6) Stop: 04/03/01 24:00	
* (7) Schedule: QD	Last Fill: *****	
(8) Admin Times: 1440	Quantity: 0	
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]	Cum. Doses:	
* (10) Orderable Item: MVI INJ		
Instructions:		
(11) Other Print:		

+ Enter ?? for more actions

DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	OC On Call	

Select Item(s): Next Screen// 5

MED ROUTE: IV//**IVPB** IV PIGGYBACK IVPB

ACTIVE IV	Apr 02, 2001 20:56:21	Page: 1 of 2
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)

* (1) Additives:	Order number: 41	Type: PIGGYBACK
MVI 1 ML		
(2) Solutions:		
DEXTROSE 10% 1000 ML		
Duration:	* (4) Start: 04/02/01 20:55	
(3) Infusion Rate: INFUSE OVER 10 MIN.		
* (5) Med Route: IVPB	* (6) Stop: 04/03/01 24:00	
* (7) Schedule: QD	Last Fill: *****	
(8) Admin Times: 1440	Quantity: 0	
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]	Cum. Doses:	
* (10) Orderable Item: MVI INJ		
Instructions:		
(11) Other Print:		
(12) Remarks :		

+ Enter ?? for more actions

AC Accept	ED Edit
-----------	---------

Select Item(s): Next Screen// **AC** Accept

Orderable Item: MVI INJ

Give: IVPB QD

[41]6789 OBSERVATION 04/02/01

ALASKA,FRED NF

MVI 1 ML

DEXTROSE 10% 1000 ML

Dose due at: _____

INFUSE OVER 10 MIN.

QD

1440

Fld by: _____ Chkd by: _____

1[1]

Start date: APR 2,2001 20:56 Stop date: APR 3,2001 24:00

*** This change will cause a new order to be created. ***

Example: Edit an Order and Create a New Order (continued)

Is this O.K.: Y// <Enter> YES
NATURE OF ORDER: SERVICE CORRECTION// <Enter> S.

Original order discontinued...

3 6 9 12 15 18 21 24
.....
P

N

Next delivery time is 1100 ***

Action (PBS) B// <Enter> BYPASS

ACTIVE IV Apr 02, 2001 20:58:37 Page: 1 of 2

ALASKA,FRED Ward: ONE EAST
PID: 123-45-6789 Room-Bed: B-12 Ht(cm): _____ (_____)
DOB: 08/18/20 (80) Wt(kg): _____ (_____)

*(1) Additives: Order number: 42 Type: PIGGYBACK
MVI 1 ML
(2) Solutions:
DEXTROSE 10% 1000 ML
Duration: *(4) Start: 04/02/01 20:56
(3) Infusion Rate: INFUSE OVER 10 MIN.
*(5) Med Route: IVPB *(6) Stop: 04/03/01 24:00
*(7) Schedule: QD Last Fill: *****
(8) Admin Times: 1440 Quantity: 0
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: MVI INJ
Instructions:
(11) Other Print:

+ Enter ?? for more actions

DC Discontinue ED Edit AL Activity Logs
HD Hold RN Renew
FL Flag OC On Call

Select Item(s): Next Screen//Select Item(s): Next Screen// AL Activity Logs
(A)ctivity (L)abel (H)istory: H History Log

DEVICE: HOME// <Enter> NT/Cache virtual TELNET terminal Right Margin: 80// <Enter>

Patient: ALASKA,FRED Status: DISCONTINUED

*(1) Additives: Order number: 41 Type: PIGGYBACK
MVI 1 ML
(2) Solutions:
DEXTROSE 10% 1000 ML
Duration: *(4) Start: 04/02/01 20:55
(3) Infusion Rate: INFUSE OVER 10 MIN.
*(5) Med Route: IV *(6) Stop: 04/02/01 20:57
*(7) Schedule: QD Last Fill: *****
(8) Admin Times: 1440 Quantity: 0
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
*(10)Orderable Item: MVI INJ
Instructions:
(11) Other Print:

(12) Remarks :
Entry By: INPATIENT-MEDS,PHARMACIS Entry Date: 04/02/01 20:55
Enter RETURN to continue or '^' to exit: <Enter>

-----report continues-----

Example: Edit an Order and Create a New Order (continued)

```
-----
Patient: ALASKA,FRED                      Status: ACTIVE
* (1) Additives:                          Order number: 42          Type: PIGGYBACK
      MVI 1 ML
(2) Solutions:
      DEXTROSE 10% 1000 ML
      Duration: TST ISC ROOM              * (4) Start: 04/02/01 20:56
(3) Infusion Rate: INFUSE OVER 10 MIN.
* (5) Med Route: IVPB                      * (6) Stop: 04/03/01 24:00
* (7) Schedule: QD                        Last Fill: *****
(8) Admin Times: 1440                      Quantity: 0
* (9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses:
* (10) Orderable Item: MVI INJ
      Instructions:
(11) Other Print:

(12) Remarks :
      Entry By: INPATIENT-MEDS,PHARMACIS      Entry Date: 04/02/01 20:56
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory: ^
```

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive, Solution, and/or Orderable Item.

Change the Volume of a Solution

There are times when the pharmacist will need to change the volume of the solution for one specific order. The syringe type of order does have a separate volume prompt so the user will not have to add any steps. For other types, the user can simply enter an order and then edit it to change the volume, or use the following method:

An order calls for 25 ML of D5W, but when D5W is selected, there is no solution in the file with that volume.

- Choose the solution that is most like the one needed (e.g., D5W 50 ML). In this example, D5W 50 ML is now the selected solution.
- At the next prompt, enter the characters <^SOL> and choose the solution just entered.
- The next prompt is “SOLUTION: (DEFAULT) //”. Enter the characters <^VOL>.
- The prompt “VOLUME: (DEFAULT) //” will be displayed.
- Change the volume for this specific order to the desired volume (the example below shows 25). The terminal dialog follows:

Example: Change the Volume of a Solution

```
Select SOLUTION:  D5W      50ML
INFUSION RATE:   ^SOL
Select SOLUTION: D5W//    <Enter>
SOLUTION:  D5W //      <Enter>
VOLUME:   50 ML //    25      ML
```



Note: A Complex Order cannot be edited once it has been made active.

4.2.4.3. Verify

Orders must be accepted and verified before they can become active and are included on the BCMA Virtual Due List (VDL). If AUTO-VERIFY is enabled for the pharmacist, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number.



Note: AUTO-VERIFY is controlled by the ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file. For more information on the Auto-Verify function, see the Edit User Parameters section of the Pharmacy Supervisor Manual.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Example: Verify an Order

NON-VERIFIED IV	Feb 28, 2002@13:56:44	Page:	1 of 2
-----------------	-----------------------	-------	--------

ALASKA, FRED	Ward: ONE EAST
PID: 123-45-6789	Room-Bed: B-12
DOB: 08/18/20 (81)	Ht (cm): _____ (_____)
Sex: MALE	Wt (kg): _____ (_____)
Dx: TESTING	Admitted: 05/03/00
	Last transferred: *****

* (1) Additives:	Type: PIGGYBACK
MULTIVITAMINS 2 ML	
(2) Solutions:	
0.9% SODIUM CHLORIDE 100 ML	
Duration:	(4) Start: 02/28/02 13:56
(3) Infusion Rate: INFUSE OVER 125 MIN.	
* (5) Med Route: IV	(6) Stop: 03/30/02 24:00
* (7) Schedule: QID	Last Fill: *****
(8) Admin Times: 09-13-17-21	Quantity: 0
* (9) Provider: PROVIDER, PAULA [es]	Cum. Doses:
* (10) Orderable Item: MULTIVITAMINS INJ	
Instructions:	
(11) Other Print:	

+ Enter ?? for more actions

DC Discontinue	RN (Renew)	VF Verify
HD (Hold)	OC (On Call)	FL Flag
ED Edit	AL Activity Logs	

Select Item(s): Next Screen// **VF**

3	6	9	12	15	18	21	24
.....							
P							
N							

Next delivery time is 1330 ***

Action (PB) B// <Enter> BYPASS

Example: Verify a “DONE” Order (CPRS Med Order)

Inpatient Order Entry	Mar 07, 2002@13:01:56	Page: 1 of 1
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****

- - - - - A C T I V E - - - - -			
1 d->in 0.9% SODIUM CHLORIDE 1000 ML 125 ml/hrC	03/07	03/07	E
2 d->in 5% DEXTROSE 50 ML 125 ml/hr	C	03/06	03/06 E
3 CEPHAPIRIN 1 GM	C	03/04	03/09 A
in DEXTROSE 5% IN N. SALINE 1000 ML QID			
4 d->ASPIRIN CAP,ORAL	O	03/07	03/07 E
Give: 650MG PO NOW			
- - - - - P E N D I N G - - - - -			
5 in DEXTROSE 10% 1000 ML 125 ml/hr	?	*****	***** p

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Quit// 1

EXPIRED IV (DONE)	Mar 07, 2002@13:02:26	Page: 1 of 2
ALASKA,FRED Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)

* (1) Additives:	Order number: 483	Type: ADMIXTURE
* (2) Solutions:		
0.9% SODIUM CHLORIDE 1000 ML *N/F*		
Duration:	*(4)	Start: 03/07/02 12:59
*(3) Infusion Rate: 125 ml/hr		
*(5) Med Route: IV	*(6)	Stop: 03/07/02 12:59
BCMA ORDER LAST ACTION: 03/07/02 12:59 Infusing		
*(7) Schedule:		Last Fill: *****
(8) Admin Times:		Quantity: 0
*(9) Provider: INPATIENT-MEDS,PROVIDER [es]		Cum. Doses:
(10) Other Print:		
Provider Comments: TESTING		
(11) Remarks :		

+ Enter ?? for more actions

DC (Discontinue)	RN (Renew)	VF (Verify)
HD (Hold)	OC (On Call)	FL Flag
ED (Edit)	AL Activity Logs	

Select Item(s): Next Screen// **VF** Verify

3	6	9	12	15	18	21	24
.....							
A							
N							

Next delivery time is 1500 ***

Action (PB) B// **<Enter>** BYPASS

Select one of the following:

Y	Yes
N	No

Do you want to enter a Progress Note: No// **<Enter>**



Note: The user will have the ability to enter a Progress Note for a “DONE” priority order.

4.2.4.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

ACTIVE IV	Sep 28, 2000 13:36:31	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Additives: Order number: 333 Type: PIGGYBACK <DIN>		
MULTIVITAMINS 1 ML		
(2) Solutions:		
0.9% NACL 500 ML		
Duration: *(4) Start: 09/27/00 13:00		
(3) Infusion Rate:		
*(5) Med Route: IVPB *(6) Stop: 10/02/00 16:54		
*(7) Schedule: QID PRN Last Fill: *****		
(8) Admin Times: 09-13-17-21 Quantity: 0		
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:		
*(10) Orderable Item: MULTIVITAMINS INJ *N/F*		
Instructions: Doctor's order.		
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.		
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL Flag	OC On Call	
Select Item(s): Next Screen// HD Hold		
NATURE OF ORDER: WRITTEN// <Enter>		
REASON FOR ACTIVITY: <Enter>		

Inpatient Order Entry	Sep 28, 2000 13:37:57	Page: 1 of 1
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1	MULTIVITAMINS 1 ML	C 09/27 10/02 H
	in 0.9% NACL 500 ML QID PRN	
- - - - - P E N D I N G - - - - -		
2	AMPICILLIN INJ	? ***** P
	Give: 1MG IVPB QID	
3	PROPRANOLOL TAB	? ***** P
	Give: 10MG PO TID	
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		

Notice that the order shows a status of "H" for hold in the right side of the Multivitamins order.

If the Dispense Drug tied to the Additive, Solution, and/or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Additive, Solution, and/or Orderable Item.

4.2.4.5. Renew

Medication orders (referred to in this section as orders) that may be renewed include the following:

- All non-complex active Unit Dose and IV orders.
- Orders that have been discontinued due to ward transfer or treating specialty change.
- Expired orders containing an administration schedule (Unit Dose and scheduled IV orders) that have not had a scheduled administration time since the last BCMA action was taken.
- Expired orders not containing an administration schedule (continuous IV orders) that have had an expired status less than the time limit defined in the EXPIRED IV TIME LIMIT field in the PHARMACY SYSTEM file.



Note: Complex Orders may only be renewed if all associated child orders are renewable.

Renewing Active Orders

The following applies when the RN (Renew) action is taken on any order with a status of “Active”:

- A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
- The RN (Renew) action does not create a new order.
- The Start Date/Time is not available for editing when an order is renewed.



Note: Orders having a schedule type of One-Time or On Call must have a status of “Active” in order to be renewed.

Renewing Discontinued Orders

IV and Unit Dose orders that have been discontinued, either through the (DC) Discontinue action or discontinued due to edit, cannot be renewed.

IV and Unit Dose medication orders that have been discontinued due to ward transfer or treating specialty change will allow the (RN) Renew action.

Renewing Expired Unit Dose Orders

The following applies to expired Unit Dose orders having a schedule type of Continuous or PRN.

1. The RN (Renew) action will not be available on an order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic will be used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The (RN) Renew action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Scheduled IV Orders

The following applies to only IV orders that have a scheduled administration time.

1. The RN (Renew) action is not available on a scheduled IV order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic is used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Continuous IV Orders

The following applies to IV orders that do not have a scheduled administration time.

1. For Continuous IV orders having a status of “Expired,” the “Expired IV Time Limit” system parameter controls whether or not the RN (Renew) action is available. If the number of hours between the expiration date/time and the current system date and time is less than this parameter, the RN (Renew) action is allowed. This parameter has a range of 0 to 24 hours, and may be changed using the *PARameters Edit Menu* [PSJ PARAM EDIT MENU] option.
2. If the RN (Renew) action is taken on a renewable continuous IV order, a new Default Stop Date/Time is calculated using existing Default Stop Date/Time calculations. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Complex Orders

A Complex Order consists of one or more associated Inpatient Medications orders, known as “child” orders, created from CPRS using the Complex Dose tab in the Inpatient Medications ordering dialog. The child orders are linked together using the conjunctions AND and THEN to create combinations of dosages, medication routes, administration schedules, and order durations.



Notes:

1. Only Complex Orders created with the conjunction AND will be available for renewal.
2. Orders created by checking the “Give additional dose now” box in CPRS, when ordered in conjunction with a Complex Order, will not be available for renewal.

When the (RN) Renew action is selected for a Complex Order, the user must answer an additional prompt, as illustrated in the following example.

Example: Renew a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA, FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)

* (1) Orderable Item: ASPIRIN TAB <DIN>
Instructions:
* (2) Dosage Ordered: 650MG
Duration:
* (4) Med Route: ORAL
* (3) Start: 03/26/01 14:40
* (5) Stop: 03/28/01 24:00
(6) Schedule Type: CONTINUOUS
* (8) Schedule: QD
(9) Admin Times: 1440
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]
(11) Special Instructions:
(12) Dispense Drug U/D Inactive Date
ASPIRIN BUFFERED 325MG TAB 2

+ Enter ?? for more actions
DC Discontinue ED (Edit) AL Activity Logs
HD Hold RN Renew
FL Flag VF (Verify)
Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DIGOXIN TAB	C	03/26	03/29	A
Give: 200MG PO BID				
DIGOXIN TAB	C	03/26	03/28	A
Give: 100MG PO TID				

Press Return to continue...

RENEW THIS COMPLEX ORDER SERIES? YES//

Viewing Renewed Orders

The following outlines what the user may expect following the renewal process:

1. The patient profile will contain the most recent renewal date in the Renewed field.
2. The patient detail will contain the most recent renewal date and time in the Renewed field.
3. The Activity Log will display the following:
 - ORDER EDITED activity, including the previous Stop Date/Time and the previous Provider (if a new Provider is entered at the time the order is renewed).
 - ORDER RENEWED BY PHARMACIST activity, including the pharmacist that renewed the order and the date and time that the RN (Renew) action was taken.

Example: Renewed Order in Profile View

Inpatient Order Entry	Feb 25, 2004@21:25:50	Page: 1 of 1
ALASKA,FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (83)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1	ASPIRIN TAB 650	C 03/26 03/28 A 03/27
	Give: 650MG PO QD	
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 1		

Example: Renewed Order in Detailed Order View

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA,FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
* (1) Orderable Item: ASPIRIN TAB <DIN>		
Instructions:		
* (2) Dosage Ordered: 650MG		
Duration:		
* (3) Start: 03/26/04 14:40		
Renewed: 03/27/04 11:00		
* (4) Med Route: ORAL		
* (5) Stop: 03/28/04 24:00		
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QD		
(9) Admin Times: 1440		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		

ACTIVE UNIT DOSE	Feb 25, 2004@21:28:20	Page: 2 of 2
ALASKA,FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
+ Enter ?? for more actions		
(7) Self Med: NO		
Entry By: INPATIENT-MEDS, PHARMACIST		
Entry Date: 03/25/04 21:25		
Renewed By: INPATIENT-MEDS, PHARMACIST		
(13) Comments:		
TESTING		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL (Flag)	VF (Verify)	
Select Item(s): Quit// <Enter>		

Orders That Change Status During Process of Renew

Orders that are active during the renewal process but become expired during the pharmacy finishing process follow the logic described in Renewing Expired Unit Dose Orders, Renewing Expired Scheduled IV Orders, and Renewing Expired Continuous IV Orders.

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4.2.4.6. Activity Log

This action allows the viewing of an activity log, label log, or a history log of the order. An activity log provides a trace of every action taken on an order since the original entry. If a history log is selected, it will find the first order, linked to the order where the history log was invoked from, then show an order view of each order associated with it, in the order that they were created. When a label log is selected, it shows the print, tracking, and counting information on the labels for the order.

Example: Activity Log

ACTIVE IV	Feb 20, 2002@15:55:14	Page: 1 of 2
-----------	-----------------------	--------------

ALASKA,FRED	Ward: 7A GEN
PID: 123-45-6789	Room-Bed: 726-B
DOB: 10/10/49 (52)	Ht(cm): _____ (_____) Wt(kg): _____ (_____)

* (1) Additives:

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ

* (2) Solutions:

DEXTROSE 5% 1/2 NS 1000 ML

Duration:

* (4) Start: 02/20/02 15:46

* (3) Infusion Rate: 80 ml/hr

* (5) Med Route: IV

* (6) Stop: 02/20/02 24:00

BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*

* (7) Schedule:

Last Fill: 02/20/02 15:55

* (8) Admin Times:

Quantity: 1

* (9) Provider: INPATIENT-MEDS, PROVIDER [es]

Cum. Doses: 1

* (10) Other Print:

* (11) Remarks :

+ Enter ?? for more actions

DC Discontinue RN Renew VF (Verify)

HD Hold OC On Call FL Flag

ED Edit AL Activity Logs

Select Item(s): Next Screen// **AL** Activity Logs

(A)ctivity (L)abel (H)istory: **Activity Log**

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
1	FEB 20,2002	15:55:09	COMPLETE	INPATIENT-MEDS,PHARMACIST
			Comment: DISCONTINUED (EDIT)	
2	FEB 20,2002	15:55:12	VERIFY	INPATIENT-MEDS,PHARMACIST
			Comment: ORDER VERIFIED BY PHARMACIST	

(A)ctivity (L)abel (H)istory: **Label Log**

LABEL LOG:

#	DATE/TIME	ACTION	USER	#LABELS	TRACK	COUNT
1	FEB 20,2002@15:55:12	DISPENSED	TULSA,LARRY	1	ORDER ACTION	YES

Enter RETURN to continue or '^' to exit: **<Enter>**

Unique IDs for this order:

Label	Date/Time	Unique ID	Status	Count	BCMA Action - Date/Time
02/20/02	15:55	739V443		YES	

-----report continues-----

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Example: Activity Log (continued)

```
(A)ctivity (L)abel (H)istory: History Log
DEVICE: HOME// <Enter> NT/Cache virtual TELNET terminal   Right Margin: 80// <Enter>

-----
Patient: ALASKA,FRED                                     Status: DISCONTINUED

*(1) Additives:                Order number: 444          Type: ADMIXTURE
      POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
*(2) Solutions:
      DEXTROSE 5% 1/2 NS 1000 ML
          Duration:                *(4)   Start: 02/20/02  15:46
*(3) Infusion Rate: 80 ml/hr      *(4)   Start: 02/20/02  15:46
*(5) Med Route: IV                *(6)   Stop: 02/20/02  15:55
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing
*(7) Schedule:                    Last Fill: 02/20/02  15:46
(8) Admin Times:                  Quantity: 2
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 2
(10) Other Print:

(11) Remarks :
      Entry By: TULSA,LARRY                      Entry Date: 02/20/02  15:46
Enter RETURN to continue or '^' to exit: <Enter>

-----
Patient: ALASKA,FRED                                     Status: ACTIVE

*(1) Additives:                Order number: 445          Type: ADMIXTURE
      POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
*(2) Solutions:
      DEXTROSE 5% 1/2 NS 1000 ML
          Duration:                *(4)   Start: 02/20/02  15:46
*(3) Infusion Rate: 80 ml/hr      *(6)   Stop: 02/20/02  24:00
*(5) Med Route: IV
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*
*(7) Schedule:                    Last Fill: 02/20/02  15:55
(8) Admin Times:                  Quantity: 1
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 1
(10) Other Print:

(11) Remarks :
      Entry By: INPATIENT-MEDS,PHA                Entry Date: 02/20/02  15:55
Enter RETURN to continue or '^' to exit: <Enter>
(A)ctivity (L)abel (H)istory:

-----report continues-----
```

4.2.4.7. Finish



Users must hold the PSJ RPHARM key for the ability to finish orders placed through CPRS.



Pharmacy Technicians must hold the PSJI PHARM TECH key for the ability to finish orders placed through CPRS. These users are not allowed to verify orders, only finish orders.

When an order is placed or renewed by a provider through CPRS, the pharmacist needs to finish this order. The same procedures are followed to finish the renewed order as to finish a new order.

Example: Finish an Order Without a Duration

PENDING IV (ROUTINE)	Sep 07, 2000 16:11:42	Page: 1 of 2
----------------------	-----------------------	--------------

ALASKA, FRED
 PID: 123-45-6789 Ward: 1 EAST
 DOB: 08/18/20 (80) Room-Bed: B-12 Ht(cm): _____ (_____) Wt(kg): _____ (_____)

(1) Additives: Type:
 (2) Solutions:
 Duration: (4) Start: *****
 (3) Infusion Rate: REQUESTED START: 09/07/00 09:00
 * (5) Med Route: IVPB (6) Stop: *****
 * (7) Schedule: QID Last Fill: *****
 (8) Admin Times: 01-09-15-20 Quantity: 0
 * (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
 * (10) Orderable Item: AMPICILLIN INJ
 Instructions:
 (11) Other Print:
 Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.

+ Enter ?? for more actions

DC Discontinue FL (Flag)
 ED Edit FN Finish
 Select Item(s): Next Screen// **FN** Finish
 COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// **IV**
 Copy the Provider Comments into Other Print Info? Yes// **YES**
 IV TYPE: **PB**
 CHOOSE FROM:

A	ADMIXTURE
C	CHEMOTHERAPY
H	HYPERAL
P	PIGGYBACK
S	SYRINGE

Enter a code from the list above.
 Select one of the following:

A	ADMIXTURE
C	CHEMOTHERAPY
H	HYPERAL
P	PIGGYBACK
S	SYRINGE

IV TYPE: **PIGGYBACK**
 AUTO STOP 7D
 This patient is already receiving an order for the following drug in the same class as AMPICILLIN INJ 2GM:

AMPICILLIN CAP INJ	C	09/07	09/21	A
--------------------	---	-------	-------	---

Give: 250MG PO QID

Do you wish to continue entering this order? NO// **Y**
 Select ADDITIVE: AMPICILLIN// **<Enter>**
 ADDITIVE: AMPICILLIN// **<Enter>**
 Restriction/Guideline(s) exist. Display? : (N/D): No// **D**
 Dispense Drug Text:
 Refer to PBM/MAP PUD treatment guidelines
 RESTRICTED TO NEUROLOGY
 (The units of strength for this additive are in GM)
 Strength: **1 GM**
 Select ADDITIVE: **<Enter>**
 Select SOLUTION: **0.9**

1	0.9% NACL	500 ML
2	0.9% NACL	100 ML
3	0.9% NACL	50 ML
4	0.9% NaCl	250 ML

BT
 CHOOSE 1-4: **2** 0.9% NACL 100 ML
 INFUSION RATE: **<Enter>**

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order Without a Duration (continued)

PENDING IV (ROUTINE)	Sep 07, 2000 16:23:46	Page: 1 of 2
ALASKA, FRED		
PID: 123-45-6789	Ward: 1 EAST	
DOB: 08/18/20 (80)	Room-Bed: B-12	Ht (cm): _____ (_____) Wt (kg): _____ (_____)
(1) Additives: Type: PIGGYBACK <DIN>		
AMPICILLIN 1 GM		
(2) Solutions: 0.9% NACL 100 ML		
Duration: (4) Start: 09/07/00 15:00		
(3) Infusion Rate: REQUESTED START: 09/07/00 09:00		
* (5) Med Route: IVPB (6) Stop: 09/14/00 16:54		
* (7) Schedule: QID Last Fill: *****		
(8) Admin Times: 01-09-15-20 Quantity: 0		
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:		
* (10) Orderable Item: AMPICILLIN INJ		
Instructions:		
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.		
+ Enter ?? for more actions		
AC Accept	ED Edit	
Select Item(s): Next Screen// AC		

Orderable Item: AMPICILLIN INJ
Give: IVPB QID

6789 1 EAST 09/07/00
ALASKA, FRED B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at: _____

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7, 2000 15:00 Stop date: SEP 14, 2000 16:54

Is this O.K.? YES// **<Enter>**

The Requested Start Date/Time value is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS Expected First Dose when no duration is received from CPRS.

Example: Finish an Order With a Duration

PENDING IV (ROUTINE)	Sep 07, 2000 16:11:42	Page: 1 of 2
----------------------	-----------------------	--------------

ALASKA, FRED
Ward: 1 EAST
PID: 123-45-6789 Room-Bed: B-12 Ht(cm): _____ (_____)
DOB: 08/18/20 (80) Wt(kg): _____ (_____)

(1) Additives: Type:
(2) Solutions: (4) Start: *****
Duration: 10 DAYS
(3) Infusion Rate: (6) Stop: *****
*(5) Med Route: IVPB (6) Stop: *****
*(7) Schedule: QID Last Fill: *****
(8) Admin Times: 01-09-15-20 Quantity: 0
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
*(10) Orderable Item: AMPICILLIN INJ
Instructions:
(11) Other Print:
Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.

+ Enter ?? for more actions

DC Discontinue FL (Flag)
ED Edit FN Finish
Select Item(s): Next Screen// **FN** Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// **IV**
Copy the Provider Comments into Other Print Info? Yes// **YES**
IV TYPE: **PB**
CHOOSE FROM:
A ADMIXTURE
C CHEMOTHERAPY
H HYPERAL
P PIGGYBACK
S SYRINGE

Enter a code from the list above.

Select one of the following:
A ADMIXTURE
C CHEMOTHERAPY
H HYPERAL
P PIGGYBACK
S SYRINGE

IV TYPE: **PIGGYBACK**
AUTO STOP 7D

This patient is already receiving an order for the following drug in the same class as AMPICILLIN INJ 2GM:

AMPICILLIN CAP INJ	C 09/07 09/21 A
--------------------	-----------------

Give: 250MG PO QID

Do you wish to continue entering this order? NO// **Y**
Select ADDITIVE: AMPICILLIN// **<Enter>**
ADDITIVE: AMPICILLIN// **<Enter>**
Restriction/Guideline(s) exist. Display? : (N/D): No// **D**

Dispense Drug Text:

Refer to PBM/MAP PUD treatment guidelines
RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: **1 GM**
Select ADDITIVE: **<Enter>**

-----report continues-----

Example: Finish an Order With a Duration (continued)

```
Select SOLUTION: 0.9
  1   0.9% NACL           500 ML
  2   0.9% NACL           100 ML
  3   0.9% NACL           50 ML
  4   0.9% NaCl          250 ML
      BT
CHOOSE 1-4: 2   0.9% NACL           100 ML
INFUSION RATE:  <Enter>
```

```
PENDING IV (ROUTINE)      Sep 07, 2000 16:23:46      Page: 1 of 2
ALASKA,FRED              Ward: 1 EAST
PID: 123-45-6789         Room-Bed: B-12      Ht (cm): _____ (_____)
DOB: 08/18/20 (80)      Wt (kg): _____ (_____)

(1) Additives:                                Type: PIGGYBACK    <DIN>
    AMPICILLIN 1 GM
(2) Solutions:
    0.9% NACL 100 ML
    Duration: 10 DAYS
(3) Infusion Rate:
*(5) Med Route: IVPB
(4) Start: 09/07/00 09:00
    Calc Start: 09/07/00 08:13
(6) Stop: 09/17/00 09:00
    Calc Stop: 09/22/00 24:00
*(7) Schedule: QID
    Last Fill: *****
(8) Admin Times: 01-09-15-20      Quantity: 0
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
*(10) Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+ Enter ?? for more actions
AC Accept      ED Edit
Select Item(s): Next Screen// AC
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order With a Duration (continued)

```
Orderable Item: AMPICILLIN INJ
Give: IVPB QID

6789 1 EAST 09/07/00
ALASKA,FRED B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at: _____

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7,2000 09:00 Stop date: SEP 17,2000 09:00

Is this O.K.? YES// <Enter>
```

The calculated Start Date/Time (Calc Start) and the Stop Date/Time (Calc Stop) will display according to how the following Inpatient Ward Parameters settings are configured:

- DAYS UNTIL STOP DATE/TIME:
- DAYS UNTIL STOP FOR ONE-TIME:
- SAME STOP DATE ON ALL ORDERS:
- TIME OF DAY THAT ORDERS STOP:
- DEFAULT START DATE CALCULATION:

The CPRS Expected First Dose will display as the default Start Date/Time when a duration is received from CPRS.

The default Stop Date/Time is derived from the CPRS Expected First Dose and the duration, when the duration is available from CPRS.



Note: When an order is placed through CPRS prior to the next administration time of the schedule for the order, the Expected First Dose will be today at the next administration time. However, if the order is placed after the last administration time of the schedule for the order, the Expected First Dose will be the next administration time. This Expected First Dose date/time is seen through CPRS and is always based on the logic of using "next administration time", regardless of what the site has set for the ward parameter. The Expected First Dose displayed in CPRS displays as Requested Start Date/Time on the order view if no duration is received from CPRS. The Expected First Dose displays as the default Start Date/Time on the order view when a duration is received.

4.2.6. Profile (IV)

[PSJI PROFILE]

The *Profile (IV)* option shows all IV medications a patient has received during his most recent episode of care. The pharmacist is allowed to view all information on file for any or all orders in the profile. Unlike the *Patient Profile (Unit Dose)* option, this option does not allow the user to print a report. To print a report, the *Patient Profile Report (IV)* option under the *Reports (IV)* option must be used.

After selecting the patient for whom a profile view is needed, the length of the profile is chosen. The user may choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, NO Profile can be selected. When NO Profile is chosen, the system will return to the “Select PATIENT:” prompt and the user may choose a new patient.

Each profile includes:

- Patient Name
- Ward Location
- Patient Identification Number (PID)
- Room-Bed Location
- Height & date/time of measurement
- Weight & date/time of measurement
- Date of Birth
- Sex of Patient
- Admission Date
- Admitting Diagnosis
- Verified Drug Allergies and Adverse Reactions

The patient’s orders are displayed depending on the type of profile chosen. The long profile shows all orders, including discontinued and expired orders, while the short profile omits discontinued and expired orders. Orders are sorted first by status, with active orders listed first, followed by pending and non-active orders. Within each status, orders are displayed in order of entry, with the most recent order first.

The information is displayed for each order under the following column headings:

- **Number** - The user can choose a number at the left of the screen to view detailed information about the orders, or to look at the activity log.

- **Additive** - The data listed under Additive includes strength of additive, type and volume of solution, and infusion rate or schedule.
- **Last fill** - The number of labels printed and the date and time of the last one printed.
- **Type of order** - Type will be **A** for admixture, **P** for piggyback, **H** for hyperal, **C** for chemotherapy, or **S** for syringe.
- **Start and stop dates**—The start and stop dates for this specific order
- **Status of the order**—(Column marked Stat) **A** for active, **P** for pending, **E** for expired, **D** for order discontinued, **O** for on call, and **H** for hold.

After the patient profile is displayed, the user can choose one or more order numbers (e.g., 1, 3, 5) for a detailed view of the order(s) or, <Enter> can be pressed when a order view is not needed.

The detailed view of the order presents all available data pertaining to the order. This includes patient identification and location, status of the order, additive(s) with strength, solution(s), infusion rate, medication route, the schedule, administration times, remarks, and other print information. Other information includes type of order, IV room, start and stop date and time, entry date and time (when order was entered into the system), last fill (date and time when last label was printed), and quantity (the number of labels printed). The entry by field of the user placing the order, provider, provider comments, and the number of cumulative doses is also included.

After the detailed view is displayed, the user may select the activity log, label log, or both for the order. The activity log provides a trace of every action taken on an order since the original entry. The activity log contains a log number, the date and time of the activity, the reason of activity (i.e., edit, renew, place on call, or discontinue an order), and the user entering the activity. The reason for activity comment allows the user to explain why the activity was necessary. Also, the system will display the field(s) that was affected, the original data contained in that field, and what it was changed to as a result of the activity.

The label log contains a log number, date/time the label is printed, action on the order, user, number of labels printed, track (possible entries are individual, scheduled, suspended, order action labels, or other), and count (which indicates whether the label was counted for that particular day).

Example: Profile Report

Select IV Menu Option: **Profile (IV**

Select PATIENT: ALASKA, FRED 123-45-6789 08/18/20 ONE EAST

-----report follows-----

Example: Profile Report (continued)

Patient Information	Mar 20, 2001@16:50:50	Page: 1 of 1
ALASKA,FRED		
PID: 123-45-6789	Ward: ONE EAST	
DOB: 08/18/20 (80)	Room-Bed: B-12	Ht(cm): _____ (_____)
Sex: MALE		Wt(kg): _____ (_____)
Dx: TESTING		Admitted: 05/03/00
		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative:		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update		NO New Order Entry
DA Detailed Allergy/ADR List		IN Intervention Menu
Select Action: View Profile//	<Enter>	View Profile
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT		

IV Profile	Mar 20, 2001@16:51:28	Page: 1 of 1				
ALASKA,FRED						
PID: 123-45-6789	Ward: ONE EAST					
DOB: 08/18/20 (80)	Room-Bed: B-12	Ht(cm): _____ (_____)				
Sex: MALE		Wt(kg): _____ (_____)				
Dx: TESTING		Admitted: 05/03/00				
		Last transferred: *****				
#	Additive	Last fill	Type	Start	Stop	Stat
----- A c t i v e -----						
1	MVI 100 ML	MAR 19 14:57	#2 P	03/19	03/20	A
	in 0.9% SODIUM CHLORIDE 100 ML QID					
----- P e n d i n g -----						
2	FLUOROURACIL INJ,SOLN	** N/P **	#0	*****	*****	P
	Give: 100MG/2ML PO QD					
3	TIMOLOL SOLN,OPH	** N/P **	#0 P	*****	*****	P
	Give: IV Q12H					
Enter ?? for more actions						
PI Patient Information		SO Select Order				
PU Patient Record Update		NO (New Order Entry)				
Select Action: Quit//	1					

-----report continues-----

Example: Profile Report (continued)

ACTIVE IV	Mar 20, 2001@16:51:56	Page: 1 of 2
ALASKA, FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)

* (1)	Additives:	Order number: 64	Type: PIGGYBACK
	MVI 100 ML		
(2)	Solutions:		
	0.9% SODIUM CHLORIDE 100 ML		
	Duration:	* (4)	Start: 03/19/01 11:30
(3)	Infusion Rate: INFUSE OVER 10 MIN.		
* (5)	Med Route: IVPB	* (6)	Stop: 03/20/01 24:00
* (7)	Schedule: QID		Last Fill: 03/19/01 14:57
(8)	Admin Times: 09-13-17-21		Quantity: 2
* (9)	Provider: INPATIENT-MEDS, PROVIDER [es]		Cum. Doses: 9
* (10)	Orderable Item: MULTIVITAMINS INJ		
	Instructions:		
(11)	Other Print: TESTING		

+ Select either "AL" , "LL" or "AL,LL" for both

AL View Activity Log LL View Label Log

Select Item(s): Next Screen// **AL** View Activity Log

ACTIVITY LOG:

#	DATE	TIME	REASON	USER
1	MAR 20, 2001	16:42:56	EDIT	INPATIENT-MEDS, PHARMACIST

Comment:

Field: 'OTHER PRINT INFO'

Changed from: ''

To: 'TESTING'

Enter RETURN to continue or '^' to exit:

4.2.7. Inpatient Profile

[PSJ PR]

The *Inpatient Profile* option allows the user to view the Unit Dose and IV orders of a patient simultaneously. The user can conduct the Inpatient Profile search by patient, ward or ward group. If the selection to sort is by ward, the administration teams may be specified. The default for the administration team is ALL and multiple teams may be entered. If selecting by ward or ward group, the profile may be sorted by patient name or room-bed.

When the user accesses this option from the Unit Dose module for the first time within a session, a prompt is displayed to select the IV room. When only one active IV room exists, it will be selected automatically. The user is then given the label and report devices defined for the IV room chosen. If no devices have been defined, the user will be given the opportunity to choose them. If this option is exited and then re-entered within the same session, the current label and report devices are shown.

In the following description, viewing a profile by patient is discussed, however, ward and ward group are handled similarly.

After the user selects the patient for whom a profile view is needed, the length of profile is chosen. The user can choose to view a long or short profile or, if the user decides not to view a profile for the chosen patient, “NO Profile” can be selected. When “NO Profile” is chosen, the system will return to the “Select PATIENT:” prompt and the user may choose a new patient.

Once the length of profile is chosen, the user can print the patient profile (by accepting the default or typing **P** at the “SHOW PROFILE only, EXPANDED VIEWS only, or BOTH: Profile//” prompt), an expanded view of the patient profile (by typing **E**), or both (by typing **B**). The expanded view lists the details of each order for the patient. The activity logs of the orders can also be printed when the expanded view or both, the expanded view and profile, are chosen.

The advantage of this option is that by viewing the combined Unit Dose/IV profile of a patient, the user can quickly determine if any corrections or modifications need to be made for existing or future orders based on Unit Dose or IV medications already being received by the patient. Sometimes the pharmacist must revise a prospective order for a patient based on the Unit Dose or IV medications already prescribed for the patient.



Note: For Unit Dose orders, the long activity log shows all activities of an order, while the short activity log excludes the field changes, and shows only the major activities. For IV orders, the short and long activity logs give the user the same results.

Example: Inpatient Profile

```
Select IV Menu Option:  IPF  Inpatient Profile

Select by WARD GROUP (G), WARD (W), or PATIENT (P):  Patient

Select PATIENT:      ALASKA,FRED           123-45-6789  08/18/20    ONE EAST

Select another PATIENT:  <Enter>

SHORT, LONG, or NO Profile?  SHORT//  <Enter>    SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE//  EXPANDED VIEWS

Show SHORT, LONG, or NO activity log?  NO//  LONG

Select PRINT DEVICE:  <Enter>  NT/Cache virtual TELNET terminal
```

-----**report follows**-----

Example: Inpatient Profile (continued)

I N P A T I E N T M E D I C A T I O N S		04/02/01 21:19	
VAMC: ALBANY (500)			

ALASKA,FRED		Ward: ONE EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 05/03/00	
Dx: BREATHING DIFFICULTY			
Allergies: No Allergy Assessment			
ADR:			

Patient: ALASKA,FRED		Status: ACTIVE	
* (1) Additives:	Order number: 43	Type: PIGGYBACK	
MVI 1 ML			
(2) Solutions:			
DEXTROSE 10% 1000 ML			
Duration:	* (4) Start: 04/03/01 12:00		
(3) Infusion Rate: INFUSE OVER 10 MIN.			
* (5) Med Route: IVPB	* (6) Stop: 04/03/01 24:00		
* (7) Schedule: QID	Last Fill: *****		
(8) Admin Times: 09-13-17-21	Quantity: 0		
* (9) Provider: INPATIENT-MEDS,PROVIDER [es]	Cum. Doses:		
* (10) Orderable Item: MVI INJ			
Instructions:			
(11) Other Print:			
(12) Remarks :			
Entry By: INPATIENT-MEDS,PHARMACIS	Entry Date: 04/02/01 21:04		
Enter RETURN to continue or '^' to exit: <Enter>			
ACTIVITY LOG:			
#	DATE	TIME	REASON
=====			
1	APR 2,2001	21:01:31	EDIT
	Comment: Order created due to edit		
2	APR 2,2001	21:05:15	EDIT
	Comment:		
Enter RETURN to continue or '^' to exit: <Enter>			

Example: Update Daily Ward List

Select IV Menu Option: **U**Update Daily Ward List (IV)

Edit list for: TODAY// **<Enter>** (MAR 19, 2001)

The manufacturing times on file are:

- 1 14:00 PIGGYBACKS covering 1600 to 1559.
- 2 11:00 ADMIXTURES AND PRIMARIES covering 0700 to 0659.
- 3 12:00 HYPERALS covering 1400 to 1359.
- 4 14:00 SYRINGE covering 1400 to 1359.
- 5 14:00 CHEMOTHERAPY covering 1400 to 1359.

Enter manufacturing time(s): **1,2**

Enter a WARD, '^OUTPATIENT' or '^ALL': **^ALL**

Patient: ALASKA,FRED (123-45-6789)

Wt (kg): _____ (_____)

Ward: ONE EAST

Ht (cm): _____ (_____)

Status: ACTIVE

=====

* (1) Additives:	Type: ADMIXTURE	<DIN>
ACETAMINOPHEN 100 MEQ		
* (2) Solutions:		
0.9% SODIUM CHLORIDE 100 ML		
Duration:	* (4) Start:	03/19/01 11:30
* (3) Infusion Rate: 100 ml/hr		
* (5) Med Route: IV	* (6) Stop:	03/26/01 24:00
* (7) Schedule:	Last Fill:	03/19/01 12:06
(8) Admin Times:	Quantity:	20
* (9) Provider: INPATIENT-MEDS, PROVIDER [es]	Cum. Doses:	21
(10) Other Print:		
(11) Remarks :		
Entry By: INPATIENT-MEDS, PHARMACIST	Entry Date:	03/19/01 11:30

of labels 20// **<Enter>**

-----report continues-----

Example: Update Daily Ward List (continued)

```
Patient: ALASKA,FRED (123-45-6789)      Wt (kg): _____ (_____)
Ward: ONE EAST                          Ht (cm): _____ (_____)
Status: ACTIVE
=====
*(1) Additives:                               Type: PIGGYBACK
    MVI 100 ML
(2) Solutions:
    0.9% SODIUM CHLORIDE 100 ML
    Duration:                               *(4) Start: 03/19/01 11:30
(3) Infusion Rate: INFUSE OVER 10 MIN.
*(5) Med Route: IVPB                        *(6) Stop: 03/20/01 24:00
*(7) Schedule: QID                         Last Fill: 03/19/01 12:06
(8) Admin Times: 09-13-17-21               Quantity: 4
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 7
*(10) Orderable Item: MULTIVITAMINS INJ
    Instructions:
(11) Other Print:

(12) Remarks :
    Entry By: INPATIENT-MEDS,PHARMACIST      Entry Date: 03/19/01 11:30

# of labels 4// 2

Select IV Menu Option:
```

7.3. Manufacturing List (IV)

[PSJI MAN]

The *Manufacturing List (IV)* option produces a listing by additive and strength or solution, of all orders due to be mixed at a scheduled manufacturing time. The option compiles the updated Ward List into a Manufacturing List to organize the IV room workload more efficiently. IVs are separated by additive (for intermittent orders) or solution (for continuous orders) to help increase pharmacist productivity. The total number of admixtures, piggybacks, hyperals, chemotherapy, and syringes for each additive is shown, as well as how many belong to each patient.

The Ward List must be run before the Manufacturing List, because the Manufacturing List is compiled from the Ward List or the updated Ward List (if updating is necessary). The logical sequence is to run a Ward List, send or take the list to the wards to compare against drugs on hand, update the Ward List from information gained on the ward, and then run the Manufacturing List. If a site chooses not to update the Ward List, the Ward List must still be run.



Note: If the Manufacturing List is run, the scheduled labels will be printed in the order of the Manufacturing List (grouped by drug). If it is not run, the scheduled labels will be printed in the order of the Ward List.

IV Profile		Feb 20, 2002@15:58:50		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 09/10/01			
Dx: TESTING		Last transferred: *****			

#	Additive	Last fill	Type	Start	Stop	Stat
----- A c t i v e -----						
1	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/ hr	FEB 20 15:55	#1 A	02/20	02/20	A

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO (New Order Entry)

Select Action: Quit// 1

Patient: ALASKA,FRED		Status: ACTIVE	
----------------------	--	----------------	--

* (1) Additives:	Order number: 445	Type: ADMIXTURE
POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ		
* (2) Solutions:		
DEXTROSE 5% 1/2 NS 1000 ML		
Duration:	* (4)	Start: 02/20/02 15:46
* (3) Infusion Rate: 80 ml/hr		
* (5) Med Route: IV	* (6)	Stop: 02/20/02 24:00
BCMA ORDER LAST ACTION: 02/20/02 15:50 Infusing*		
* (7) Schedule:	Last Fill: 02/20/02 15:55	
* (8) Admin Times:	Quantity: 1	
* (9) Provider: INPATIENT-MEDS,PROVIDER [es]	Cum. Doses: 1	
* (10) Other Print:		
* (11) Remarks :		
Entry By: INPATIENT-MEDS,PHA		Entry Date: 02/20/02 15:55

Enter RETURN to continue or '^' to exit:

-----report continues-----

Example: Entering Returns and Destroyed Medications (continued)

Return IV Labels	Feb 20, 2002@16:06:39	Page:	1 of	0
------------------	-----------------------	-------	------	---

ALASKA,FRED Ward: ONE EAST
PID: 123-45-6789 Room-Bed: B-12 Ht (cm): _____ (_____)
DOB: 08/18/20 (81) Wt (kg): _____ (_____)

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

1. 739V445 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
 DEXTROSE 5% 1/2 NS 1000 ML
 80 ml/hr
 2[3]

2. 739V446 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
 DEXTROSE 5% 1/2 NS 1000 ML
 80 ml/hr
 3[3]

3. 739V447 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
 DEXTROSE 5% 1/2 NS 1000 ML
 80 ml/hr

+ Enter ?? for more actions

RC Recycled DT Destroyed CA Cancelled

Select Item(s): Next Screen// **RC** Recycled

Select from 1 - 3 or <RETURN> to select by BCMA ID: **1**

Return IV Labels	Feb 20, 2002@16:07:46	Page:	1 of	0
------------------	-----------------------	-------	------	---

ALASKA,FRED Ward: ONE EAST
PID: 123-45-6789 Room-Bed: B-12 Ht (cm): _____ (_____)
DOB: 08/18/20 (81) Wt (kg): _____ (_____)

POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr

----- Labels available for reprint -----

1. 739V446 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
 DEXTROSE 5% 1/2 NS 1000 ML
 80 ml/hr
 3[3]

2. 739V447 POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ
 DEXTROSE 5% 1/2 NS 1000 ML
 80 ml/hr
 1[3]

 Enter ?? for more actions

RC Recycled DT Destroyed CA Cancelled

Select Item(s): Quit// **DT** Destroyed

Select from 1 - 2 or <RETURN> to select by BCMA ID: **<Enter>**

Enter a BCMA ID: **739V446**

-----report continues-----

8. Output Options

8.1. Unit Dose

Most of the Output Options are located under the *Reports Menu* option on the *Unit Dose Medications* menu. The other reports are located directly on the *Unit Dose Medications* menu.

8.1.1. PAtient Profile (Unit Dose)

[PSJU PR]

The *PAtient Profile (Unit Dose)* option allows a user to print a profile (list) of a patient's orders for the patient's current or last (if patient has been discharged) admission, to any device. If the user's terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any. The user may print patient profiles for a ward group, ward, or by patient.

Example: Patient Profile

```
Select Unit Dose Medications Option: PAtient Profile (Unit Dose)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): P Patient

Select PATIENT: ALASKA,FRED          123-45-6789    08/18/20    1 EAST

Select another PATIENT: <Enter>

SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT

Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// <Enter>

Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
```

```

                U N I T   D O S E   P R O F I L E                09/13/00  16:20
                WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ALASKA,FRED                      Ward: 1 EAST
  PID: 123-45-6789      Room-Bed: B-12      Ht(cm): _____ (_____)
  DOB: 08/18/20 (80)      Wt(kg): _____ (_____)
  Sex: MALE                      Admitted: 05/03/00
  Dx: TESTING
  Allergies: No Allergy Assessment
  ADR:
-----
- - - - - A C T I V E - - - - -
  1  -> AMPICILLIN CAP INJ      C 09/07  09/21  A  NF
        Give: 250MG PO QID
  2  -> HYDROCORTISONE CREAM,TOP      C 09/07  09/21  A  NF
        Give: 1% TOP QD
  3  -> PROPRANOLOL 10MG U/D      C 09/07  09/21  A  NF
        Give: PO QD

View ORDERS (1-3): 1
```

-----report continues-----

Example: Patient Profile (continued)

```
-----
Patient: ALASKA,FRED                               Status: ACTIVE
Orderable Item: AMPICILLIN CAP INJ
Instructions:
Dosage Ordered: 250MG
Duration:                                           Start: 09/07/00 15:00
Med Route: ORAL (PO)                               Stop: 09/21/00 24:00
Schedule Type: CONTINUOUS
Schedule: QID
Admin Times: 01-09-15-20
Provider: INPATIENT-MEDS,PROVIDER [w]

Dispense Drugs                                Units  Units  Inactive
                                           U/D  Disp'd  Ret'd  Date
-----
AMPICILLIN 500MG CAP                        1    0      0
ORDER NOT VERIFIED
Self Med: NO
Entry By: INPATIENT-MEDS,PROVIDER             Entry Date: 09/07/00 13:37
```

8.1.2. Reports Menu

[PSJU REPORTS]

The *Reports Menu* option contains various reports generated by the Unit Dose package. All of these reports are QUEUEABLE, and it is strongly suggested that these reports be queued when run.

Example: Reports Menu

```
Select Unit Dose Medications Option: REports Menu

Select Reports Menu Option: ?

7      7 Day MAR
14     14 Day MAR
24     24 Hour MAR
AP1    Action Profile #1
AP2    Action Profile #2
        AUTHORIZED Absence/Discharge Summary
        Extra Units Dispensed Report
        Free Text Dosage Report
        INpatient Stop Order Notices
        Medications Due Worksheet
        Patient Profile (Extended)
```

8.1.2.1. 24 Hour MAR

[PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

Example: Extended Patient Profile Report (continued)

```

Patient: ALASKA,FRED                      Status: ACTIVE
*(1) Additives:                          Order number: 29          Type: PIGGYBACK
    MULTIVITAMINS 2 ML
(2) Solutions:
    0.9% SODIUM CHLORIDE 100 ML
    Duration:                          *(4)      Start: 02/28/02  13:56
(3) Infusion Rate: INFUSE OVER 125 MIN.
*(5) Med Route: IV                      *(6)      Stop: 03/30/02  24:00
*(7) Schedule: QID                      Last Fill: *****
(8) Admin Times: 09-13-17-21           Quantity: 0
*(9) Provider: PROVIDER,PAULA [w]      Cum. Doses:
*(10) Orderable Item: MULTIVITAMINS INJ
    Instructions:
(11) Other Print:

(12) Remarks :
    Entry By: ALBANY,ALBERT              Entry Date: 02/28/02  13:56

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
1  FEB 28,2002 13:58:30 VERIFY      ALBANY,ALBERT
    Comment: ORDER VERIFIED BY PHARMACIST
-----
Patient: ALASKA,FRED                      Status: ACTIVE
Orderable Item: BACLOFEN TAB
Instructions:
Dosage Ordered: 10MG
    Duration:                          Start: 02/20/02  15:20
    Med Route: ORAL (PO)                Stop: 03/06/02  24:00
    Schedule Type: CONTINUOUS
    Schedule: QD
    Admin Times: 1440
    Provider: PROVIDER,PAULA [w]
Special Instructions: PATIENT SPITS OUT MEDICINE

Dispense Drugs                          U/D  Units  Units  Inactive
                                U/D  Disp'd  Ret'd  Date
-----
BACLOFEN 10MG TABS                1    0      0
Entry By: TULSA,LARRY              Entry Date: 02/20/02  15:20

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
    (THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE.)
    Date: 02/20/02  15:20      User: TULSA,LARRY
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST
-----
Patient: ALASKA,FRED                      Status: ACTIVE
Orderable Item: PREDNISONE TAB
Instructions:
Dosage Ordered: 5MG
    Duration:                          Start: 02/25/02  10:58
    Med Route: ORAL (PO)                Stop: 03/11/02  24:00
    Schedule Type: CONTINUOUS
    Schedule: TU-TH-SA@09
    Admin Times: 09
    Provider: PROVIDER,PAULA [w]

Dispense Drugs                          U/D  Units  Units  Inactive
                                U/D  Disp'd  Ret'd  Date
-----
PREDNISONE 5MG TAB                1    0      0
Self Med: NO
Entry By: PHOENIX,SALLY            Entry Date: 02/25/02  10:58

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
    Date: 02/25/02  10:58      User: PHOENIX,SALLY
Activity: ORDER VERIFIED BY PHARMACIST

```

8.1.3. Align Labels (Unit Dose)

[PSJU AL]

Align Labels (Unit Dose) option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

Example: Align Labels (Unit Dose)

```
Select Unit Dose Medications Option: ALIgn Labels (Unit Dose)

Select LABEL PRINTER: <Enter> TELNET
\----- FIRST LINE OF LABEL -----/
<                                     >
<----- LABEL BOUNDARIES ----->
<                                     >
/-----LAST LINE OF LABEL-----\

XX/XX | XX/XX | XX/XX/XX XX:XX (PXXXX) | A T   PATIENT NAME
      ROOM-BED
DRUG NAME          SCHEDULE TYPE | D I   XXX-XX-XXXX   DOB (AGE)
      TEAM
DOSAGE ORDERED    MED ROUTE    SCHEDULE | M M   SEX          DIAGNOSIS
SPECIAL INSTRUCTIONS | I E   ACTIVITY DATE/TIME  ACTIVITY
WS HSM NF          RPH:_____ RN:_____ | N S   WARD GROUP
      WARD

Are the labels aligned correctly? Yes// Y (Yes)
```

8.1.4. Label Print/Reprint

[PSJU LABEL]

Label Print/Reprint option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the pharmacist will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The pharmacist will be shown a list of wards to choose from if these labels are to be printed at this time. The pharmacist can delete these auto-cancel labels; however, deletion will be for all of the labels.

Next, the pharmacist will be instructed if there are any unprinted new labels. The pharmacist can then decide whether to print them now or later.

The pharmacist can choose to print the labels for a ward group, ward, or for an individual patient. If ward group or ward is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the pharmacist can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

Patient Information		Feb 20, 2002@16:02:15		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 09/10/01			
Dx: TESTING		Last transferred: *****			
Allergies/Reactions: No Allergy Assessment					
Inpatient Narrative:					
Outpatient Narrative:					

IV Profile		Feb 20, 2002@16:02:45		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)			
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)			
Sex: MALE		Admitted: 09/10/01			
Dx: TESTING		Last transferred: *****			

#	Additive	Last fill	Type	Start	Stop	Stat
1	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/ hr	FEB 20 15:55	#1 A	02/20	02/20	A

-----report continues-----

Example: IV Individual Labels (continued)

Individual IV Labels	Feb 20, 2002@16:03:54	Page: 1 of 0
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A		
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr		
----- Labels available for reprint -----		
Enter ?? for more actions		
NL Print New Labels	RL Reprint IV Labels	
Select Item(s): Quit// NL Print New Labels		
Number of labels to print: 3		
Count as daily usage? Yes// <Enter>		

Individual IV Labels	Feb 20, 2002@16:05:01	Page: 1 of 0
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ C 02/20 02/20 A		
in DEXTROSE 5% 1/2 NS 1000 ML 80 ml/hr		
----- Labels available for reprint -----		
1. 739V444	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ	
	DEXTROSE 5% 1/2 NS 1000 ML	
	80 ml/hr	
	1[3]	
2. 739V445	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ	
	DEXTROSE 5% 1/2 NS 1000 ML	
	80 ml/hr	
	2[3]	
3. 739V446	POTASSIUM CHLORIDE XXXXXXXXXXXX 35 MEQ	
	DEXTROSE 5% 1/2 NS 1000 ML	
	80 ml/hr	
+ Enter ?? for more actions		
NL Print New Labels	RL Reprint IV Labels	
Select Item(s): Next Screen// RL Reprint IV Labels		
Count as daily usage? Yes// <Enter> (Yes)		
Select from 1 - 3 or <RETURN> to select by BCMA ID: 1		

Example: IV Drug Formulary Report (continued)

AMPICILLIN	Trade Name: Polycillin-N Omnipen-N Fluid
	Compatibility: D5W, NS Stability: In NS
	8 hrs. at room temp., 72 hrs. refrigerated In
	D5W 2 hrs. at room temp., 4 hrs. refrigerated
	Administration: iGM or less in 50ML over 30
	minutes Over iGM in 100ML over 60 minutes
AMPICILLIN	
C2TESTDRUG	
CEFAMANDOLE	
CEFAZOLIN	

IV ADDITIVES LIST	MAR 19,2001 13:54	PAGE 2
PRINT NAME	DRUG INFORMATION	
-----	-----	
CEFOXITIN		
CEFTRIAZONE		
CEPHAPIRIN		
CIMETIDINE		
FUROSEMIDE		
FUROSEMIDE		
GENTAMICIN		
GENTAMYCIN		
HEPARIN		
KCL		
MVI		
OXACILLIN		
PENICILLIN G		
POTASSIUM CHLORIDE	XXXXXXXXXX	
PROLEUKIN		

8.2.2.4. Patient Profile Report (IV) [PSJI PROFILE REPORT]

The *Patient Profile Report (IV)* option will allow a patient profile to be printed. With each profile printed, a view of each order within the profile can also be printed. Additionally, with each view the user can choose to have the activity log and the label log printed.

Example: IV Patient Profile Report

```
Select REports (IV) Option: Patient Profile Report (IV)
View each order in the profile? Yes// <Enter> (Yes)
View each activity log in the profile? Yes// <Enter> (Yes)
View the label log in the profile? Yes// <Enter> (Yes)

Select PATIENT: ALASKA,FRED 123-45-6789 08/18/20 ONE EAST
```

-----report follows-----

Example: IV Patient Profile Report (continued)

```

I V P A T I E N T   P R O F I L E                03/19/01  14:35
VAMC:  ALBANY (500)
-----
ALASKA,FRED                      Ward: ONE EAST
PID: 123-45-6789                Room-Bed: B-12
DOB: 08/18/20 (80)              Ht(cm): _____ (_____)
Sex: MALE                       Wt(kg): _____ (_____)
Dx: TESTING                     Admitted: 05/03/00
Pharmacy Narrative:
Allergies: No Allergy Assessment
ADR:
#   Additive                      Last fill                Type  Start   Stop    Stat
-----
1  ACETAMINOPHEN 100 MEQ          MAR 19 12:06 #2    A      03/19   03/26   A
   in 0.9% SODIUM CHLORIDE 100 ML 100
   ml/hr
2  MVI 100 ML                    MAR 19 12:06 #4    P      03/19   03/20   A
   in 0.9% SODIUM CHLORIDE 100 ML QID
3  CEFAMANDOLE 1 GM              **    N/P   **    #0    A      02/15   02/22   H
   in 0.9% SODIUM CHLORIDE 100 ML 125
   ml/hr ON CALL
-----
4  FLUOROURACIL INJ,SOLN         **    N/P   **    #0          *****   *****   P R
   Give: 100MG/2ML PO QD
5  TIMOLOL SOLN,OPH              **    N/P   **    #0    P      *****   *****   P
   Give: IV Q12H
-----
6  MVI 1 ML                      MAR 15 12:47 #3    P      03/15   03/16   E
   in 0.9% SODIUM CHLORIDE 50 ML QID
7  MVI 1 ML                      MAR 15 12:40 #1    P      03/15   03/15   D
   in NORMAL SALINE 1000 ML QD
8  C2TESTDRUG 1 LITER            **    N/P   **    #0    C      03/02   03/03   E
   in 0.9% SODIUM CHLORIDE 100 ML QD
-----
Patient: ALASKA,FRED                      Status: ACTIVE

*(1) Additives:                        Order number: 65                Type: ADMIXTURE    <DIN>
      ACETAMINOPHEN 100 MEQ
*(2) Solutions:
      0.9% SODIUM CHLORIDE 100 ML
      Duration:                        *(4)      Start: 03/19/01  11:30
*(3) Infusion Rate: 100 ml/hr
*(5) Med Route: IV                      *(6)      Stop: 03/26/01  24:00
*(7) Schedule:                          Last Fill: 03/19/01  12:06
(8) Admin Times:                        Quantity: 20
*(9) Provider: INPATIENT-MEDS,PROVIDER [es] Cum. Doses: 21
(10) Other Print:
(11) Remarks :
      Entry By: INPATIENT-MEDS,PHARMACIST      Entry Date: 03/19/01  11:30

ACTIVITY LOG:
#  DATE      TIME      REASON                        USER
=====
No activity LOG to report.

```

-----report continues-----

Chemotherapy “Syringe”

The Chemotherapy “Syringe” IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

Child Orders

One or more Inpatient Medication Orders that are associated within a Complex Order and are linked together using the conjunctions AND and OR to create combinations of dosages, medication routes, administration schedules, and order durations.

Complex Order

An order that is created from CPRS using the Complex Order dialog and consists of one or more associated Inpatient Medication orders, known as "child" orders.

Continuous IV Order

Inpatient Medications IV order not having an administration schedule. This includes the following IV types: Hyperals, Admixtures, Non-Intermittent Syringe, and Non-Intermittent Syringe or Admixture Chemotherapy.

Continuous Syringe

A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.

Coverage Times

The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

CPRS	A VISTA computer software package called Computerized Patient Record Systems. CPRS is an application in VISTA that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.
Cumulative Doses	The number of IV doses actually administered, which equals the total number of bags dispensed less any Recycled, Destroyed, or Cancelled bags.
Default Answer	The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing < Enter >.
Dispense Drug	The Dispense Drug name has the strength attached to it (e.g., Acetaminophen 325 mg). The name alone without a strength attached is the Orderable Item name.
Delivery Times	The time(s) when IV orders are delivered to the wards.
Dosage Ordered	After the user has selected the drug during order entry, the dosage ordered prompt is displayed.
DRUG ELECTROLYTES file	File #50.4. This file contains the names of anions/cations, and their concentration units.
DRUG file	File #50. This file holds the information related to each drug that can be used to fill a prescription.
Duration	The length of time between the Start Date/Time and Stop Date/Time for an Inpatient Medications order. The default duration for the order can be specified by an ordering clinician in CPRS by using the Complex Dose tab in the Inpatient Medications ordering dialog.
Electrolyte	An additive that disassociates into ions (charged particles) when placed in solution.
Entry By	The name of the user who entered the Unit Dose or IV order into the computer.

Hospital Supplied Self Med	Self med which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED prompt during order entry.
Hyperalimentation (Hyperal)	Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.
Infusion Rate	The designated rate of flow of IV fluids into the patient.
INPATIENT USER PARAMETERS file	File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit.
INPATIENT WARD PARAMETERS file	File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.
Intermittent Syringe	A syringe type of IV that is administered periodically to the patient according to an administration schedule.
Internal Order Number	The number on the top left corner of the label of an IV bag in brackets ([]). This number can be used to speed up the entry of returns and destroyed IV bags.
IV ADDITIVES file	File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.
IV CATEGORY file	File #50.2. This file allows the user to create categories of drugs in order to run "tailor-made" IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.

IV Label Action	<p>A prompt, requesting action on an IV label, in the form of “Action ()”, where the valid codes are shown in the parentheses. The following codes are valid:</p> <ul style="list-style-type: none"> P – Print a specified number of labels now. B – Bypass any more actions. S – Suspend a specified number of labels for the IV room to print on demand.
IV Room Name	The name identifying an IV distribution area.
IV SOLUTIONS file	<p>File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.</p>
IV STATS file	<p>File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the <i>COmpile IV Statistics</i> option is run and the data stored is used as the basis for the AMIS (IV) report.</p>
Label Device	The device, identified by the user, on which computer-generated labels will be printed.
Local Possible Dosages	Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.
LVP	<p>Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.</p>
Manufacturing Times	<p>The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the <i>SIte Parameters (IV)</i> option (IV ROOM file, (#59.5)) is for documentation only and does not affect IV processing.</p>

MEDICATION ADMINISTERING TEAM file	File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.
MEDICATION INSTRUCTION file	File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.
MEDICATION ROUTES file	File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.
Medication Routes/Abbreviations	Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.
Non-Formulary Drugs	The medications that are defined as commercially available drug products not included in the VA National Formulary.
Non-VA Meds	Term that encompasses any Over-the-Counter (OTC) medications, Herbal supplements, Veterans Health Administration (VHA) prescribed medications but purchased by the patient at an outside pharmacy, and medications prescribed by providers outside VHA. All Non-VA Meds must be documented in patients' medical records.
Non-Verified Orders	Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.
Orderable Item	An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).

Order Sets	An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.
Order View	Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.
Parenteral	Introduced by means other than by way of the digestive track.
Patient Profile	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
Pending Order	A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.
PHARMACY SYSTEM file	File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.
Piggyback	Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.

Possible Dosages	Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.
Pre-Exchange Units	The number of actual units required for this order until the next cart exchange.
Primary Solution	A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.
Print Name	Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.
Print Name{2}	Field used to record the additives contained in a commercially purchased premixed solution.
Profile	The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.
Prompt	A point at which the system questions the user and waits for a response.
Provider	Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.
PSJI MGR	The name of the <i>key</i> that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.

PSJI PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.
PSJI PURGE	The key that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.
PSJI RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.
PSJI USR1	The primary menu option that may be assigned to nurses.
PSJI USR2	The primary menu option that may be assigned to technicians.
PSJU MGR	The name of the <i>primary menu option</i> and of the <i>key</i> that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module.
PSJU PL	The name of the <i>key</i> that must be assigned to anyone using the <i>Pick List Menu</i> options.
PSJ PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the Unit Dose module.
PSJ RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.
PSJ RNURSE	The name of the <i>key</i> that must be assigned to nurses using the Unit Dose module.
PSJ RPHARM	The name of the <i>key</i> that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key.

Quick Code	An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.
Report Device	The device, identified by the user, on which computer-generated reports selected by the user will be printed.
Schedule	The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H).
Schedule Type	Codes include: O - one time (i.e., STAT - only once), P - PRN (as needed; no set administration times). C - continuous (given continuously for the life of the order; usually with set administration times). R - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted). And OC - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).
Scheduled IV Order	Inpatient Medications IV order having an administration schedule. This includes the following IV Types: IV Piggyback, Intermittent Syringe, IV Piggyback Chemotherapy, and Intermittent Syringe Chemotherapy.
Self Med	Medication that is to be administered by the patient to himself.
Standard Schedule	Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).
Start Date/Time	The date and time an order is to begin.
Status	A - active, E - expired, R - renewed (or reinstated), D - discontinued, H - on hold, I - incomplete, or N - non-verified, U - unreleased, P - pending, O - on call, DE - discontinued edit, RE - reinstated, DR - discontinued renewal.

Stop Date/Time	The date and time an order is to expire.
Stop Order Notices	A list of patient medications that are about to expire and may require action.
Syringe	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
Syringe Size	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).
TPN	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
Units per Dose	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.
VA Drug Class Code	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
VDL	Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.
WARD GROUP file	File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
Ward Group Name	An arbitrarily chosen name used to group wards for the pick list and medication cart.
WARD LOCATION file	File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the <i>Ward Definition</i> option of the ADT module.

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